JANUS Card Production

User Manual

Grosvenor Technology

The Science of Security

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Grosvenor Technology Ltd.
Millars Three
Southmill Road
Bishops Stortford
Herts, CM23 3DH, UK
+44 (0) 1279 838000

Website: http://www.grosvenortechnology.com

Contacting Grosvenor Technology Ltd.

Grosvenor Technology is committed to supplying premier products and services as well as providing technical support and expertise in design, implementation, and systems after care.

Millars Three, Southmill Road
Bishops Stortford, Herts, CM23 3DH

Tel: +44 (0) 1279 838000
Fax: +44 (0) 1279 504776
Email: sales@grosvenortechnology.com
support@grosvenortechnology.com
Web: http://www.grosvenortechnology.com

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Technical Training - Comprehensive training programs to meet the needs of Approved/ Authorized Installers. Courses include design, installation, troubleshooting, and the fundamentals of PC networking, and operation and administration of all JANUS systems.

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Using this manual

The manual has been laid out in 3 main sections:

- General Introduction
- System requirements and installation instructions
- How to use JANUS Card Production

This symbol represents information important to the operation of the JANUS Card Production application.

This symbol represents a warning of potential conflict or data loss when using the application.

This symbol represents a tip for easier use of a feature of JANUS Card Production.

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Introduction

The JANUS Card Production program from Grosvenor Technology enables the design and production of photo-id cards. It operates in conjunction with JANUS for Windows card and user tables which are modified through the JANUS Database program. Cards are produced by following the basic steps outlined below.

1. **Create a Card Format**

   A card format contains the physical layout of a card including size, orientation and print margins e.g. CR80 Credit Card Landscape. A single card format can be used as the basis for multiple card designs.

2. **Create a Card Design**

   A card design is based on a card format. A user may add a variety of objects to a design including text and bitmaps such as company logos, together with data from the JANUS card and user records including names, pictures and signatures.

3. **Allocate a Card Design to a Card Record**

   Each card record in JANUS can have a card design associated with it using JANUS Database, to ensure the correct type of card is produced by default when a print request is made.

4. **Print Card**

   Cards are produced by printing on photo-id card printers and can include items such as holographic overlays and the encoding of magnetic stripes where these are supported by the printer. Card printing of individual cards is available through the JANUS Database program. Batch printing can be accessed directly from JANUS Card Production.

Multiple card formats can be specified, together with unlimited card designs per format. Formats and designs are stored by the JANUS system and can be created or modified by users with the appropriate authority.

JANUS for Windows Card Production is provided as a separate module from the standard JANUS system and is enabled by a special license key held in the JANUS Activator dongle.

System Requirements

It is recommended, although not compulsory, that JANUS Card Production be installed on a Slave PC and not on the Main JANUS PC. Card printing is processor hungry and can slow the reporting of events when working on the same PC as JANUS Comms.

JANUS for Windows is licensed according to which modules are required and the number of Intelligent Door Controllers that the system is to support.

A Dongle (physical software licence) invokes appropriate licensing system-wide, with graphics, video imaging, networking and interfacing to third party systems, packaged as separate modules to allow every system to be customised from standard "off-the-shelf" software.

The JANUS core software and the Card Production module each include a network connection license. For each additional, concurrently connected PC, the Dongle will require a JANUS-NET license to be set.

The PC used to run JANUS Card Production should have a minimum specification of:

1. 500MHz Pentium III processor
2. PCI bus
3. Printer and serial ports
4. 64 Mb RAM
5. CD ROM drive
6. 1.4Mb Floppy drive
7. SVGA colour screen

This version of Card Production (version 3.0 and above) requires that the Main JANUS Computer is running version 2.33 or higher of JANUS for Windows and will not work with previous versions.

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Getting Help

The online help for JANUS Card Production is a compiled Microsoft HTML Help system. It provides information about using the program features as well as step-by-step help to guide you through the program's basic functionality.

This help system is designed to open in the HTML Help viewer — Microsoft's help window for viewing compiled HTML Help. If you do not have the HTML Help viewer components installed on your system, you can view it with Microsoft's Internet Explorer browser (use version 4.x or later for complete functionality).

Documentation feedback

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This email address is for feedback about documentation only. If you have technical questions, please send email to support@grosvenortechnology.com.

To get JANUS Card Production system information select **Help • About JANUS Card Production...**. A dialog opens identifying the version of the program installed on your system.

Context Sensitive Help

As you work with JANUS Card Production, you can obtain information about windows or dialogs by using the context-sensitive help available in the application. You can access this help in several ways, including:

Dialogs: Dialogs display Help buttons. Click the button and a topic opens that explains how to use the fields and controls at the dialog.

Windows: From any window, press F1 to get more information about using it.

What's This? Help: Some basic dialogs are common dialogs provided by the Windows operating system (for example Open and Save As). You will see a question mark in the upper-right corner of these dialogs to indicate that they provide What's This? Help (specific help for using each field or control at the dialog). Click the question mark and then click the field or control you want information about. A popup window opens and displays brief information about how to use the field or control.

Using the Help Viewer

Help viewer window size: When viewing help, you can maximize the viewer or resize it to suit your liking. The buttons for changing the window size are located in the upper-right corner. See **Table 1** below for more details.

Table 1. To resize the HTML Help Viewer

To:	Do this:
To minimize the window	Click **Minimize** to shrink the viewer so it is displayed in the button bar on the bottom of the Windows Desktop. Right-click this button and select **Restore** to display the viewer.
To maximize the window	Click **Maximize** to maximize the window so it occupies the entire desktop area.
To restore the viewer to its default size	Click **Restore** to restore the viewer to it's default size.
To manually resize the viewer	Place the pointer over the edge of the viewer so it turns into a line with arrows on each end. Press the left mouse button and drag up, down, left or right. The viewer is resized after you release the mouse button.

Left-hand tabs

You can open or close the left-hand tabs, depending on how you like to work. When you close the tabs, the right-hand pane is maximized so you can see as much topic content as the size of the HTML Help viewer allows. See **Table 2** for more details.

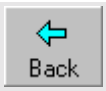
Table 2. To open and close the left-hand tabs

To:	Do this:	
To close the left-hand tabs from view.	Click **Hide**	
To open the left-hand tabs.	Click **Show**	

Navigation

Just like a browser, the HTML Help viewer includes **Back** and **Forward** buttons for navigating. See **Table 3** for more details.

Table 3. To use the navigation buttons

To:	Do this:	
To return to the previously viewed topic.	Click **Back**	
Go to the topic that was displayed prior to going back.	Click **Forward**	

Options menu

The Options button opens a menu with selections for hiding the left-hand tabs, going back and forward, stopping a topic or Web page from loading, refreshing the information displayed in the window, printing, and turning search highlighting on or off. You can also access Internet options from this menu.

Using Left-Hand Tabs

The JANUS Card Production online help includes the following left-hand tabs:

Contents

The Contents tab displays books and pages that represent the categories of information in the online help system. When you click a closed book, it opens to display its content (sub-books and pages). When you click an open book, it closes. When you click pages, you select topics to view in the right-hand pane of the Help viewer.

Index

The Index tab displays a multi-level list of keywords and keyword phrases. These terms are associated with topics in the help system and they are intended to direct you to specific topics according to your way of working. Keywords are cross-referenced with synonyms to provide multiple ways to locate information. To open a topic in the right-hand pane associated with a keyword, select the keyword and then click **Display**. If the keyword is used with more than one topic, a Topics Found dialog opens so you can select a specific topic to view.

Search

The Search tab enables you to search for words in the help system and locate topics containing those words. Full-text searching looks through every word in the online help to find matches. There are also options to search previous results, find similar words and search only topic titles. When the search is completed, a list of topics is displayed so you can select a specific topic to view.

Glossary

The Glossary tab displays a glossary similar to one you'd find in a printed publication. It provides a list of words and short phrases, and their definitions, related to JANUS Card Production. When you select a term from the list, its corresponding definition is displayed in the lower pane.

Navigating Topics

Topics in the help system include a variety of navigation components including:

Related Topics buttons

When you click a Related Topics button, a popup menu opens. It displays a list of topics you can go to. The topics are relevant to what you are currently reading in the right-hand pane or they cross-reference related information that you can go to. Click a topic from the popup and it opens in the right-hand pane.

Drop-down hotspots

Many topics include drop-down hotspots. This is clickable text that displays more information in a drop-down list. You'll often find drop-down hotspots in topics where a series of steps is involved. These drop-downs provide a quick way for you to get information about doing tasks without having to do a lot of scrolling. You only need to click the hotspots you want to read. To close the text, click the hotspot again.

Expanding hotspots

Some topics include expanding hotspots. This kind of hotspot is a text link that displays information immediately following the text. You only have to click the hotspots you want more information about. To close the text, click the hotspot again.

Text-only popups

Many topics use text-only popups. This kind of link is text that displays a popup window when clicked. The popup window displays brief information about a term or concept relevant to the topic you're currently reading. When you finish viewing the information, you click inside the popup window to close it.

Links to popup windows

When you click some links, the destination topic opens in a popup window inside the same window you have open. It's like having two windows in one, only the focus is on the information in the popup window. When you finish reading the information in the popup window, you can close it from view or navigate to any of its links.

Browse sequences

The HTML Help viewer includes special navigation for using browse sequences. They are intended to guide you through a series of topics. The viewer includes a browse sequence bar and browse sequences navigation buttons for browsing topics. For a sample of browse sequences, select the browse buttons in the HTML Help viewer when the help system is open.

Tips for Printing

While using the online help system, you can print topics and information right from the HTML Help viewer. The available print options are determined by the version of Internet Explorer and Microsoft HTML Help Workshop installed on your system.

To print a single topic:

1. Click **Print**.
2. Select **Print the selected topic** and click **OK**.

To print all topics in a selected book:

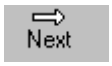
1. Click **Print**.
2. Select **Print the selected heading and all subtopics** and click **OK**.

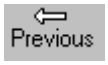
If topics include expanding or drop-down hotspots, click the hotspots to display the information before you print.

Using Browse Sequences

The online help system includes a way to navigate with browse sequences. They are intended to guide you through a series of topics.

The HTML Help viewer includes browse sequence buttons for topic navigation.

1. To go to the next topic, click **Next**. 

2. To go to the previous topic, click **Previous**. 

The HTML Help viewer also includes a drop-down list of browse sequences and a browse sequence bar with small icons that represent the topics used with each browse sequence. You can also use this list or browse sequence bar to navigate topics.

Using Full-Text Searches

A basic search consists of the word or phrase you want to find. You can use similar word matches, a previous results list, or topic titles to further define your search.

1. Click the **Search** tab, and type the word or phrase you want to find.

Table 4. Full-text search options

To:	Do this:
Search only topic titles.	Select **Search titles only**.
Find words similar to your search term.	Select **Match similar words**.
Narrow your search.	Select Search previous results.
Highlight all instances of search terms that are found in topic files.	Click **Options** and select **Search Highlight On**.

2. Click to add boolean operators to your search. (Find out more about Boolean operators in **Advanced searching techniques**.)

3. Click **List Topics**, select the topic you want, and then click **Display**.

4. To sort the topic list, click the **Title**, **Location**, or **Rank** column

Basic rules for full-text searches

The basic rules for formulating queries are:

- Searches are not case-sensitive, so you can type your search in uppercase or lowercase characters.
- You may search for any combination of letters (a-z) and numbers (0-9).
- Punctuation marks such as the period, colon, semicolon, comma, and hyphen are ignored during a search.
- Group the elements of your search using double quotes or parentheses to set apart each element. You cannot search for quotation marks.

If you are searching for a file name with an extension, you should group the entire string in double quotes. Otherwise, the period will break the file name into two separate terms. The default operation between terms is AND, so you will create the logical equivalent to "filename AND ext."

Advanced Searching Techniques

When using the full-text search feature in the JANUS Card Production online help, the following techniques can help you narrow your searches for more precise results.

Wildcard expressions

You can search for words or phrases using wildcard expressions. Wildcard expressions allow you to search for one or more characters using a question mark or asterisk. The table below describes the results of these different kinds of searches.

Table 5. Search examples

Search for	Example	Result
A single word	sail	Topics that contain the word **sail**. (You will also find its grammatical variations, such as **sailor** and **sailing**.)
A phrase	“scuba dive”, or scuba dive	Topics that contain the literal phrase **scuba dive** and all its grammatical variations. Without the quotation marks, the query is equivalent to specifying **scuba AND dive**, which will find topics containing both of the individual words, instead of the phrase.
Wildcard expression	water* or 90?10	Topics that contain the terms **WATER**, **waterfall**, **waterproof**, and so on. The asterisk cannot be the only character in the term. Topics that contain the terms **90110**, **90210**, **90310**, and so on. The question mark cannot be the only character in the term.

Boolean operators

The **AND**, **OR**, **NOT**, and NEAR operators enable you to precisely define your search by creating a relationship between search terms. The following table shows how you can use each of these operators. If no operator is specified, AND is used. For example, the query water ski boat is equivalent to water AND ski **AND boat**.

Table 6. Using boolean operators in a search

Search for	Example	Result
Both terms in the same topic.	wave AND sand	Topics containing both the words **wave** and **sand**.
Either term in a topic.	boat OR catamaran	Topics containing either the word **boat** or the word **catamaran** or both.
The first term without the second term.	water NOT lake	Topics containing the word **water**, but not the word **lake**.
Both terms in the same topic, close together.	swim NEAR ocean	Topics containing the word **swim** within eight words of the word **ocean**.

The |, &, and ! characters don't work as boolean operators (you must use OR, AND, and NOT).

Nested expressions

Nested expressions allow you to create complex searches for information. For example, **oceanAND** ((**swimOR surf**) **NEAR Malibu**) finds topics containing the word **ocean** along with the words **swim** and **Malibu** close together, or containing **ocean** along with the words **surf** and **Malibu** close together.

The basic rules for searching help topics using nested expressions are as follows:

You can use parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.

If a query does not contain a nested expression, it is evaluated from left to right. For example: **scuba NOT Florida OR Bahamas** finds topics containing the word **scuba** without the word **Florida**, or topics containing the word **Bahamas**. On the other hand, **scuba NOT** (**Florida OR Bahamas**) finds topics containing the word **scuba** without either of the words **Florida** or **Bahamas**.

You cannot nest expressions more than five levels deep.

Using JANUS Card Production

Starting JANUS Card Production

The JANUS Card Production program can be started directly from its own icon or from a card record in the JANUS Database program.

1. On the Windows desktop click on **Start · Programs · JANUS for Windows · JANUS Card Production**. There is a short delay while the program loads.

JANUS Comms **must** be running before JANUS Card Production will open.

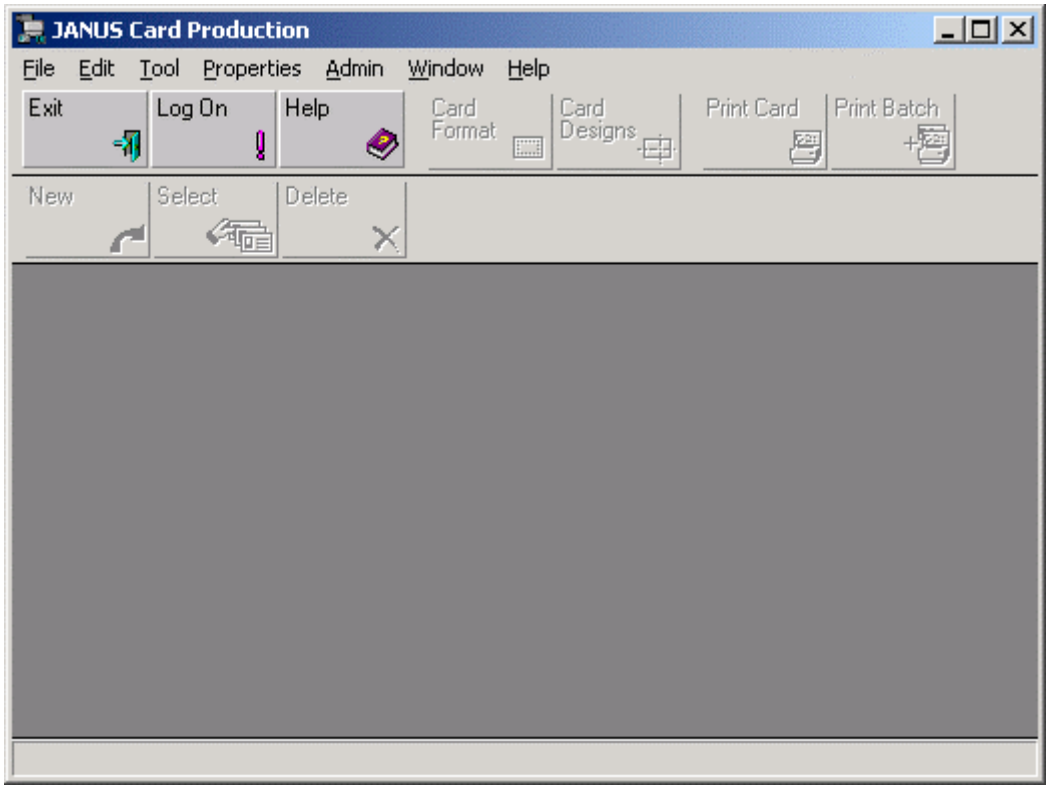


Figure 1. JANUS Card Production startup window

2. If a user wishes to perform any actions he/she must first Log On to the application

3. Choose **File · Log On/Off...** or click on the **Log On** button on the toolbar. The JANUS Card Production Logon window opens.

Figure 2. JANUS Card Production logon window

4. Enter a valid User ID.

5. Enter a valid Password.

Both the **User ID** and **Password** must exist within the JANUS for Windows system.

6. Click on the **OK** button.

7. If the User ID and Password are valid, the JANUS Card Production program is enabled and ready for use.

8. If an incorrect User ID or Password is entered, an error message like the one below will be displayed.

9. Click **OK** and repeat steps 4 to 6.

10. If an error message is still displayed, contact your local JANUS for Windows Administrator for a valid User ID and password.

The main window

The JANUS Card Production main window consists of:

- A menu bar
- A toolbar
- A display area where all of the application dialogs open.
- A status bar which gives details of each menu and toolbar option.

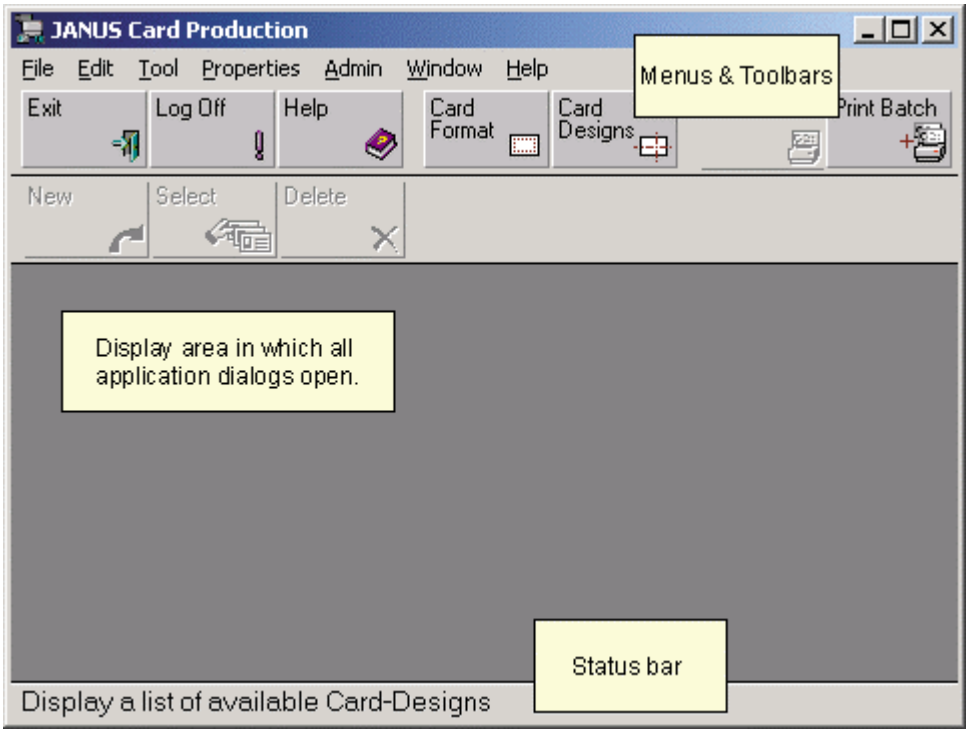


Figure 3. The main window

Menus

The menus and toolbars allow access to the options available for the JANUS Card Production program.

When you point the cursor over a menu option, a menu tip identifying the option is displayed in the status bar at the bottom of the main window. For example, when you point on **Admin • Configure Magnetic Stripe Printing...**, the menu tip displays the text: "Set options for magnetic stripe printing".

There are seven main menu options available in JANUS Card Production, see the following tables for details of each.

File

Option	Description
List...	Allows the user to view a list of existing card designs, or card formats.
New…	Enabled when card format or card designs have been selected. This opens the Card Format Properties dialog, or a New Card Design dialog.
Open	Enabled only when a card format or card design has been selected. Opens the Card Design window or displays Card Format properties.
Close	Closes the card design window. If changes have been made to the design, the user is prompted to save the changes.
Print…	Allows a user to print a card design, or an actual card which has been opened via the JANUS Database program.
Log On/Off	The user must Log On to JANUS Card Production program (enter a valid JANUS User ID and Password), before the application will operate. A user will Log Off from the application when they wish to leave it running in a secure state.
Exit	Quits the JANUS Card Production program.

Edit

This menu is only available when the **Card Design** window is open.

Option	Description
Delete	Will delete those objects currently selected in a card design.
Select All	Will select all objects in a card design, both printables, and non-printables.

Tool

This menu is only available when the **Card Design** window is open.

Option	Description
Select Items	Changes the drawing mode to **Select** to allow objects in a card design to be selected.
Add Data Field...	Use this option to select and add a field from the JANUS Cards or Users tables to the card design.
Add Bitmap...	This will place an existing bitmap in the card design.

Add Text...	Allows the user to enter free text. The amount of text which can be accommodated is entirely dependent on the design layout.
Add Rectangle	Allows the user to place a rectangle in the card design.
Add Block	Selecting this option allows the user to place a block (filled rectangle) into the card design.
Add Line	This option allows the addition of a fixed line.

Properties

This menu is only available when the **Card Design** window is open.

Option	Description
Size/Position...	The co-ordinates of a selected object can be specified to enable accurate positioning. The width and height of the object in millimetres may also be specified. This option is available for all object types.
Colour...	The colour of a selected object may be changed using this option. This is available for all object types *except* bitmaps.
Border Settings...	Enables a border to be defined for an object. This is available for all object types *except* lines.
Text String...	Allows editing of a text string (text object only).
Text Font...	Allows the font and font style of a text-based object to be changed.
Text Alignment...	Specifies whether a text-based object should be aligned left, right or center.
Date Format...	This option allows the editing of the format of any data object which is a date.
Bring Forwards	Moves the selected object in front of the nearest overlapping object.
Send Backwards	Moves the selected object behind the nearest overlapping object.
Change Design Name	Enables the user to change the name or description of the current card design.
Mandatory Data Fields...	A user may wish to produce (print) a card only if certain fields contain data (such as the picture, or surname). This option allows the user to specify which fields should be mandatory for a card design.

Admin

This menu is available as soon as the user has logged on to JANUS Card Production.

Option	Description
Export Card Designs...	Copies or moves a listed card design to a new destination.
Import Card Designs...	Copies an existing card design from another location and makes it available in the card designs list.
Configure Magnetic Stripe Printing...	If data is to be encoded on a magnetic stripe, this option allows the user to configure how that data will be encoded. This is dependent on the type of Photo ID printer being used.

Window

This menu is available as soon as the user has logged on to JANUS Card Production.

Option	Description
Cascade	If there are multiple windows open within JANUS Card Production, then this option will display them in an overlapping fashion with the title of each window on display.
Tile	Arranges the open windows within JANUS Card Production vertically across the screen.
Arrange Icons	When there are minimised windows in JANUS Card Production, this option arranges them across the bottom of the main JANUS Card Production window.

Help

This menu is available at all times.

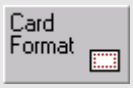
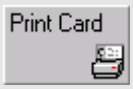
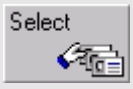
Option	Description
Contents	Online Help connects you to an overview or a procedural topic when you choose a topic from the table of contents or index. You can also search for a topic using keywords that describe a feature or task.
Introduction	A brief description of JANUS Card Production
About...	This provides the user with version information for the JANUS Card Production software.

Toolbar

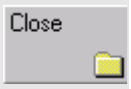
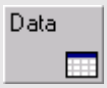
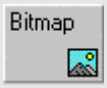
The toolbars allows access to the options available for the program.

When you point the cursor over button on the toolbar, a menu tip identifying the option is displayed in the status bar at the bottom of the main window. For example, when you point on **Card Format**, the menu tip displays the text: "Display a list of available card formats"

Main Toolbar

Button	Description
	Quits the JANUS Card Production program.
	The user must Log On to the JANUS Card Production program (enter a valid JANUS User ID and Password), before the application will operate.
	A user will Log Off from the application when they wish to leave it running in a secure state.
	Online Help connects the user to an overview or a procedural topic when a topic is chosen from the table of contents or index. It is also possible to search for a topic using keywords that describe a feature or task.
	Displays a list of available card formats.
	Displays a list of available card designs.
	Allows a user to print a card design, or an actual card which has been opened via the JANUS Database program.
	Enables printing of multiple cards.
	Enabled when Card Format or Card Designs have been selected. This opens the Card Format Properties dialog, or a New Card Design dialog.
	Will open a highlighted card format or card design form its respective listing.
	Deletes a selected card format or card design from its respective listing.

Card Design Toolbar

Button	Description
	Saves any changes made to the current card design.
	Closes the current card design. If changes have been made to the design the user will be asked if they wish to save those changes.
	This changes the drawing mode to **Select**, allowing objects in the card design window to be selected.
	This will select all objects in a card design.
	Adds a data object to the card design.
	Adds a bitmap object to a card design.
	Adds a text object to the card design.
	Adds a rectangle object to the card design.
	Adds a block object to the card design.
	Adds a line object to the card design.
	Deletes a selected object(s) from the card design.
	Moves a selected object in front of the nearest overlapping object.
	Moves a selected object behind the nearest overlapping object.
	The colour of a selected object may be changed using this option. This is available for all object types *except* bitmaps.

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	Allows editing of a text string (text object only).
	Changes the font and style of a text-based object.
	The co-ordinates of a selected object can be specified to enable accurate positioning. The width and height of the object in millimetres may also be specified. This option is available for all object types.
	Specifies whether a text-based object should be aligned left, right or centre.
	Enables a border to be defined for an object. This is available for all object types *except* lines.

Card Formats

Card formats define the physical size and orientation of cards that can be printed by JANUS Card Production.

JANUS itself does not apply any constraints as to the maximum or minimum size for a card, but card printers have their own limitations which must be borne in mind when creating or modifying card formats.

Creating a new card format

1. Click on the **Card Format** button at the top of the Card Production window, or select **File · List... · Card Formats**. The Card Formats window opens.

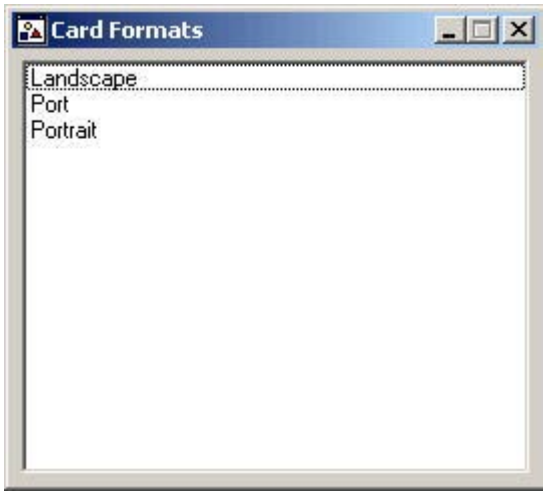


Figure 4. Card Formats list

2. Click on the **New** button, or select **File · New**. The Card Format Properties window opens.

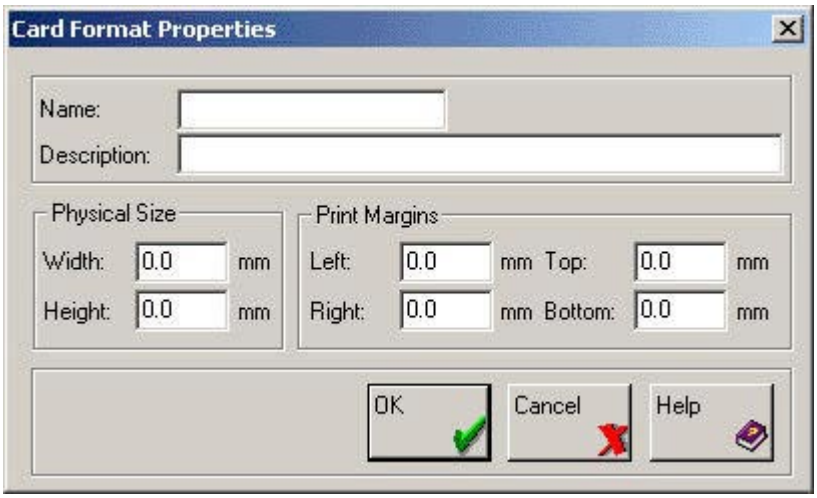


Figure 5. Card Format properties dialog

3. The **Name** and **Description** fields are free format text which should adequately describe the card format so that it will be easily recognised by all users of the system.

4. The **Physical Size** of the card controls the area that is displayed for card designs which use this format. This should correspond to the actual size of the cards to be used.

5. The **Print Margins** control a grey box drawn inside the physical dimensions of the card design to provide an indication of how close to the edge of a card objects should be placed.

These margins have no effect on the printer itself - they are purely a guide for card designs. Actual printing margins are controlled by the capabilities of the printer itself.

6. Click on **OK** to save the card format. The new format will now appear in the Card Formats window.

7. To close the dialogue without making any changes click on the **Cancel** button.

Viewing an existing card format

The properties of an existing format *cannot* be changed, they can only be viewed.

1. Click on the **Card Format** button at the top of the Card Production window, or select **File · List... Card Formats**. The Card Formats window opens as before.

2. Click on one of the **formats** listed, followed by the **Select** button, or double click on the format to select it.

3. The Card Format Properties dialog is displayed.

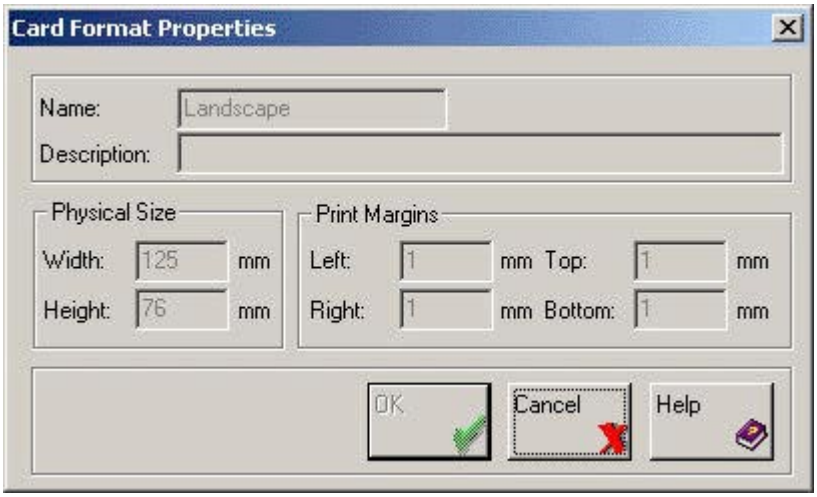


Figure 6. Viewing existing Card Format properties

4. Click on **Cancel** to close the Card Format Properties window.

Deleting a card format

1. Click on the **Card Format** button at the top of the Card Production window, or select **File · List... · Card Formats**. The Card Formats window opens as before.

2. Click on the format to be deleted, followed by the **Delete** button.

   JANUS will check to see if any card designs exist which use this format. If any are found a warning message will be displayed showing the designs involved. Click **OK** to return to the Card Format list.

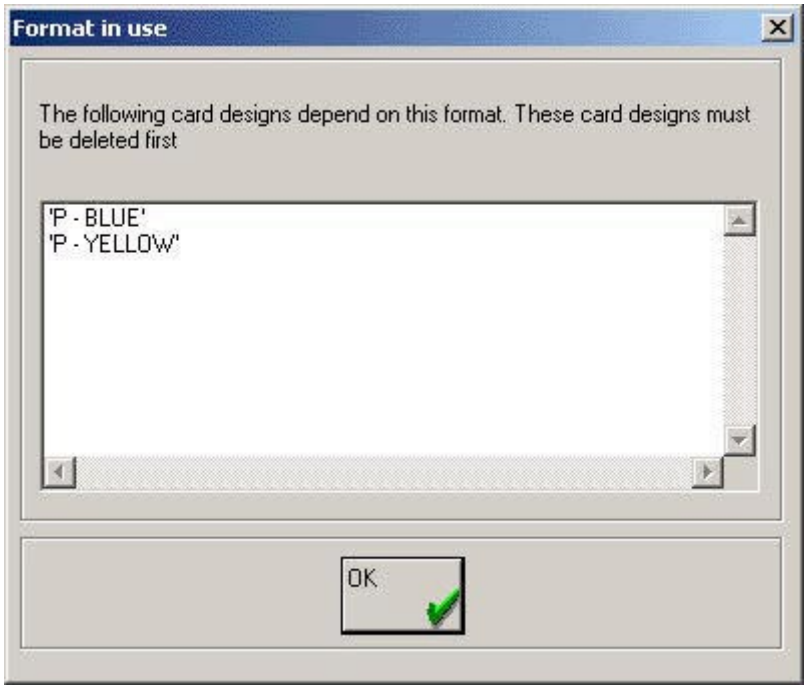

Format in use
The following card designs depend on this format. These card designs must be deleted first
'P - BLUE'
'P - YELLOW'
OK

Figure 7. Card Format in use warning

   Any dependent card designs must be deleted before the card format can be removed. Refer to **Deleting a Card Design** for further information.

3. If there are no dependent card designs you will be asked to confirm that you wish to delete this item. Click on **Yes** to proceed with the deletion, or click on **No** to cancel the deletion.

These margins have no effect on the printer itself - they are purely a guide for card designs. Actual printing margins are controlled by the capabilities of the printer itself.

Card Designs

JANUS Card Production supports any number of card designs, limited only by the amount of disk space on the JANUS Main PC.

Each card design is attached to a specific card format which defines the overall dimensions and orientation of the card.

Card designs contain objects which can include **bitmaps**, **fixed text**, or data from the JANUS Card and User tables including **pictures** and **signatures**.

Magnetic stripe encoding can be included as a non-printing field in a card design provided it is supported by the card printer. See **Magnetic Stripe Options** for further details.

Holographic overlays are not a function of the card design but are part of the printer driver settings. Please consult the Manufacturer's Handbook for further details.

The card design window

The card design window opens when a card design has been selected from the Card Design list, or when the properties for a new card design have been chosen.

In order to view as much of the card design as possible it is a good idea to maximise the window. The window can be resized to suit by using the buttons located in the upper-right corner.

Table 7. How to resize the card design window

To:	Do This:
Minimise the window	Click Minimise to shrink the window so it is displayed on the button bar on the bottom of the Windows Desktop.
Maximise the window	Click Maximise to maximise the window so that it occupies the entire desktop area.
Manually resize the window	Place the pointer over the edge of the window so it turns into a line with arrows on each end . Press the left mouse button and drag up, down, left or right. The window is resized after you release the mouse button.

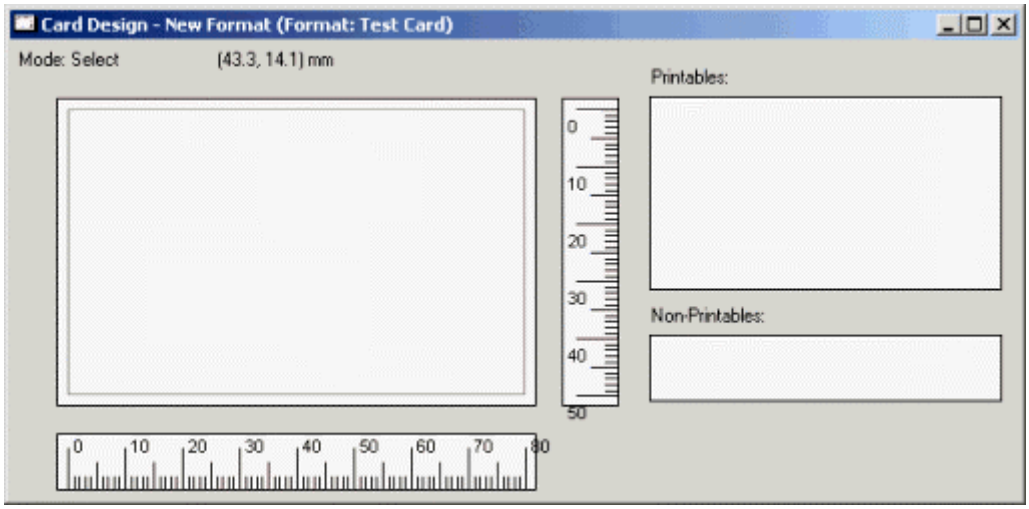


Figure 8. The card design window

Drawing area - The left side of the Card Design window is the drawing area. The dimensions of this area correspond to the physical size specified in the card format. The border, if present, indicates the print margins specified in the card format. Rulers are provided for assistance with positioning objects.

Printables and Non-Printables - As objects are added to the design, the object type and content are added to the **Printables** and **Non-Printables** areas on the right side of the window. Printable objects include bitmaps and text. Objects such as magnetic stripe encoding data are added to the Non-Printables area.

Mode - The Mode is displayed above the drawing area. All modes are described in the table below. To the right of the mode description, the current cursor co-ordinates are displayed to reflect the position of the mouse in the drawing area.

Table 8. Mode descriptions

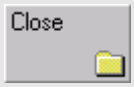
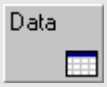
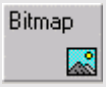
Mode	Description
Select	This is the default mode and is used when adding data objects and editing, moving and deleting all other object types.
Bitmap	This mode is entered when adding a bitmap object to the card design.
Text	This mode is entered when adding a text object to the card design.
Rectangle	This mode is entered when adding a rectangle object to the card design.
Block	This mode is entered when adding a block object to the card design.
Line	This mode is entered when adding a line object to the card design.
Read only	When **View Card** is selected in a card record in the JANUS Database program, the card is opened in JANUS Card Production in **Read only** mode. The card cannot be edited, only **printed**. See Viewing a Card.

Buttons in the card design window

Just above the drawing area in the Card Design window is a row of buttons which are used to control the placing and manipulation of objects in the card design.

Whenever the mouse moves over one of these buttons the button function is displayed in the message line at the bottom of the card design window. For example, the message displayed when positioned over the Bitmap button is: "Add a static BITMAP object to the design (import BMP, JPG etc.)" Buttons are greyed out when not available for use.

Table 9. Toolbar buttons in the Card Design window

Button	Description
	Saves the card design.
	Closes the current card design. If changes have been made to the design a prompt will ask if the changes are to be saved.
	Changes the drawing mode to **Select** to allow objects to be selected. Click on any object in the drawing area to select it. Use **Shift + Click** or **Control + Click** to select multiple objects. Objects can also be selected from the **Printables and Non-printables** areas which may be easier if the design has small or overlapping objects.
	This will select all objects in a card design.
	Adds a data object to the card design. Clicking on this button will allow the selection of any field from the JANUS Cards or Users tables. After selection, the mouse pointer will move to the drawing area and change to crosshairs. Click and drag the mouse to position and size the object.
	Adds a bitmap object to a card design. After selecting the bitmap, the mouse pointer will move to the drawing area and change to crosshairs. Click and drag the mouse to position the bitmap.
	Adds a text object to the card design. Clicking on this button will allow entry of free text. Click and drag the mouse to position and size the text in the drawing area. All text fields are constrained by the sizing box and are resized automatically. The font is initially set to fit the box height. If the text cannot fit in the width of the box then the font size is reduced to allow the text to fit. If a fit cannot be achieved with a **minimum** font size of **6pt** the text will be truncated. It is recommended that text items on card designs have their height set to roughly the average height required and the width set to

	the maximum that can be accommodated in the design layout.
	Adds a rectangle object to the card design. Clicking on this button will allow the addition of a rectangle. The mouse pointer will move to the drawing area and change to crosshairs. Click and drag the mouse to position and size the rectangle.
	Adds a block object to the card design. Clicking on this button will allow the addition of a filled rectangle or block. The mouse pointer will move to the drawing area and change to crosshairs. Click and drag the mouse to position and size the block.
	Adds a line object to the card design. Clicking on this button will allow the addition of a fixed line. The mouse pointer will move to the drawing area and change to crosshairs. Click and drag the mouse to position and size the line.
	Deletes a selected object(s) from the card design. When an object or objects have been selected clicking on this button will allow the object(s) to be deleted. A prompt will request confirmation of the delete command.
	Moves a selected object in front of the nearest overlapping object.
	Moves a selected object behind the nearest overlapping object.
	The colour of a selected object may be changed using this option. This is available for all object types *except* bitmaps.
	Edits the content of a text object. For sizing a text object refer to the **Add Text** button.
	Allows the font of a text-based object to be changed. For sizing of a text object refer to the **Add Text** button above.
	Allows the co-ordinates of the selected object to be specified in order to facilitate setting an accurate position and size. For sizing a text object refer to the **Add Text** button.
	Specifies whether a text-based object should be aligned left, right or centre.
	Enables a border to be defined for an object. Borders can be a **thin, box** or **shadow** and can be drawn on any or all of the sides of the object, in any colour.

Creating a new card design

1. Click on the **Card Design** button at the top of the main window, or select **File · List... · Card Designs**. The Card Design window opens.

Figure 9. List of current Card Designs

2. Click on the **New** button, or select **File · New**. The New Card Design dialog opens.

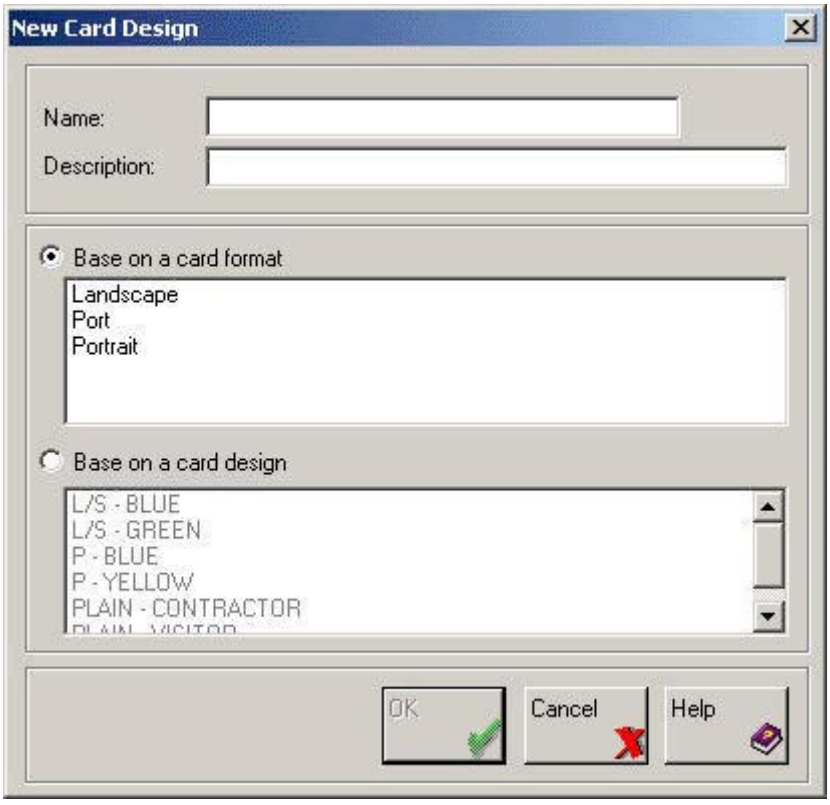


Figure 10. The New Card Design dialog

3. The **Name** and **Description** fields are free format text which should adequately describe the card design so that it will be easily recognised by all users of the system.

   A **Name** is *mandatory* and may be a maximum of **30** characters in length.

   The **Description** is optional and can be a maximum of **100** characters in length.

4. A new card design must be based on either an existing **Card Format** or another **Card Design**. One of these options must be selected.

5. To choose a card format click on the down arrow to the right of the **Card Format** field and select the format you wish to use.

6. To use an existing design click on the down arrow to the right of the **Card Design** field and select the design. The new card design will inherit the **Card Format** of the original design and this cannot be changed.

Once you have made the copy, the original design and your copy are completely independent. Changes to one do not affect the other.

7. When you have completed your entries click on **OK** to save the card design properties and open the Card Design window.

Adding objects to a card design

Adding an object to a card design follows essentially the same process for all object types.

1. From the Card Design window, click on the button for the type of object to be added.
2. Enter the information relevant to that object.
3. Place the object into the card design.

Adding a data object

1. In the Card Design window click on the **Add Data** button, or select **Tool · Add Data...**.
2. The Data Field Selection window opens. Resources can be selected from **Cards**, **Users** or **Special Fields**.

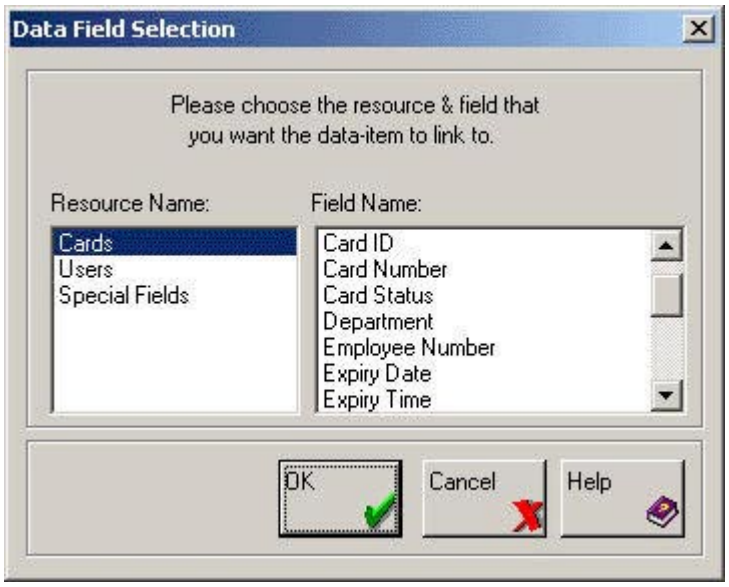


Figure 11. Data field selection dialog

3. Users and cards fields are taken from the **JANUS database**. Combination fields such as **Title / First Name / Surname** are also available. **Special fields** include items such as **Today's Date**.

4. Select the field to add and click on the **OK** button.

5. If a text or number field was selected, the **Data Format Selection** window opens to select how the information is to be displayed. This will usually be **Normal String,** however other options can also be selected e.g. **Bar Code**.

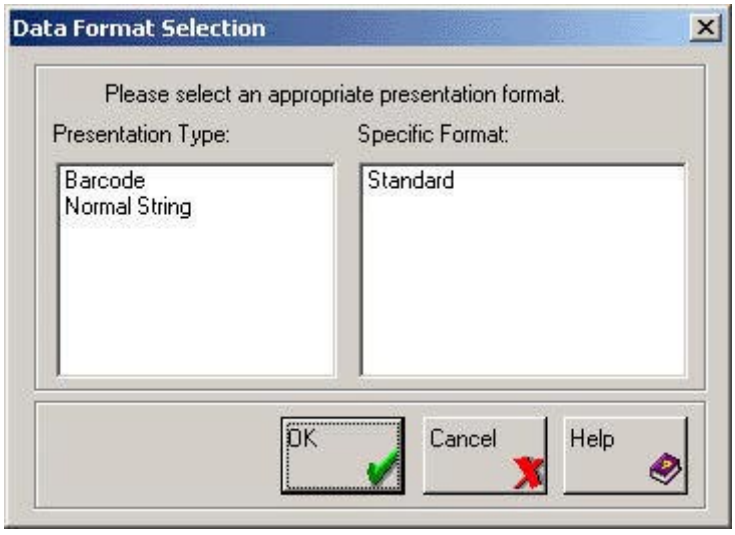


Figure 12. Data format selection dialog

6. If the **Card Number** field was selected, then the **Magnetic Stripe** option is also available as a data format. In this case the data will not be printed on the card but the number will be encoded on to the card's magnetic stripe.

This assumes that the printer supports magnetic card encoding as part of the printing process.

7. Choose the **Presentation Type** to use and the **Specific Format** if more than one option is listed. Click **OK**. **Table 10** below gives details of the presentation types available for each field.

Table 10. Presentation types available for each field

Resource Name	Field Name	Presentation Type			
		Bar Code	Mag Stripe	Numeric String	Normal String
Cards	Access Group	✓	×	×	✓
Cards	Card Design	✓	×	×	✓
Cards	Card Number	✓	✓	✓	×
Cards	Card Status	✓	×	×	✓
Cards	Department	✓	×	×	✓
Cards	Employee Number	✓	×	×	✓
Cards	Expiry Date	No Options			
Cards	Expiry Time	✓	×	×	✓
Cards	First Name	✓	×	×	✓
Cards	First Name/Surname	✓	×	×	✓
Cards	Issue	✓	✓	✓	×
Cards	Report Group	✓			✓
Cards	Start Date	No Options			
Cards	Start Time	✓	×	×	✓
Cards	Surname	✓	×	×	✓
Cards	Title	✓	×	×	✓
Cards	Title/First Name	✓	×	×	✓
Cards	Title/First Name/Surname	✓	×	×	✓
Users	Address	✓	×	×	✓
Users	Def 2	✓	×	×	✓
Users	Def 3	✓	×	×	✓
Users	Def 4	✓	×	×	✓

Users	Def 5	✓	×	×	✓
Users	Employee Number	✓	×	×	✓
Users	First Name	✓	×	×	✓
Users	First Name/Surname	✓	×	×	✓
Users	Picture	No Options			
Users	Signature	No Options			
Users	Surname	✓	×	×	✓
Users	Title	✓	×	×	✓
Users	Title/First Name	✓	×	×	✓
Users	Title/First Name/Surname	✓	×	×	✓
Special Fields	Today's Date	No Options			

8. Move the cursor into the drawing area of the card design window where the cursor will change to large crosshairs. Position the crosshairs at the top left corner of where the field is to be placed, click and hold the left mouse button, drag the cursor to the bottom right corner of the field position and release the mouse.

9. A box appears in the card design showing the position and name of the object. The field description is also shown in the **Printables** area to the right of the card design.

10. If a card number field was entered as a **magnetic stripe** then it appears only in the **Non-Printables** area.

11. Repeat steps **1** to **10** for each data object to be included in the card design.

12. Click on the **Save** button.

The **size** of the object is set automatically according to the height of the box defined. You may need to adjust the size of the object for it to display and print to your satisfaction. See Re-sizing and Positioning an Object for further details.

The default alignment for a text-based object is set to **Left**. See Edit text alignment for details on how to change this.

Adding a bitmap object

1. In the Card Design window click on the **Add bitmap** button, or select **Tool · Add Bitmap...**. The Select a bitmap file window opens allowing selection of the appropriate file.

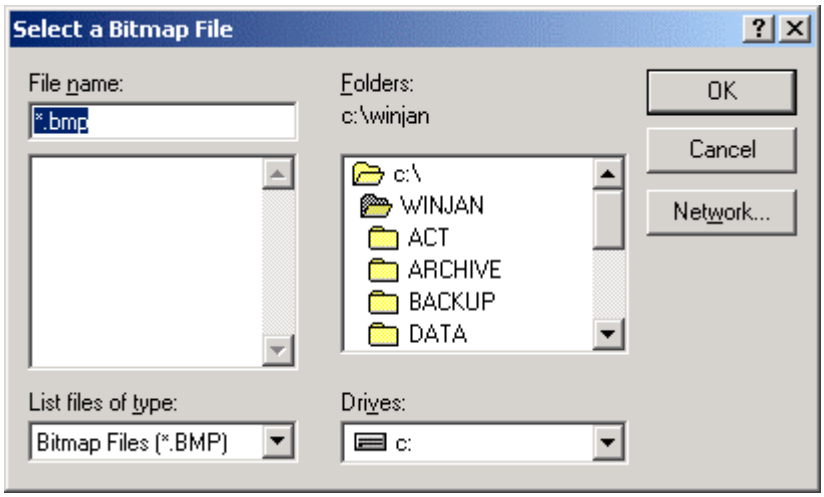


Figure 13. Add bitmap dialog

2. A variety of image file formats can be used in the card designs. Click on the **List Files of Type** button at the bottom left of the window to select the required format.

3. Select the file and click on **OK**.

4. Move the cursor into the drawing area of the card design window where the cursor changes to large crosshairs. Position the crosshairs at the top left corner of where the field is to be placed, click and hold the left mouse button, drag the cursor to the bottom right corner of the field position and release the mouse.

5. The bitmap appears in the card design showing the position and name of the object. The field description is also shown in the **Printables** area to the right of the card design.

6. Repeat steps **1 to 5** for all bitmaps to be added to the card design.Save changes to the card design by clicking on the **Save** button.

The bitmap is not stored within the card design, therefore it is important to ensure that the bitmap file is not deleted.

Adding a text object

1. In the Card Design window click on the **Add Text** button, or select **Tool · Add Text...**. The Edit Text window opens.

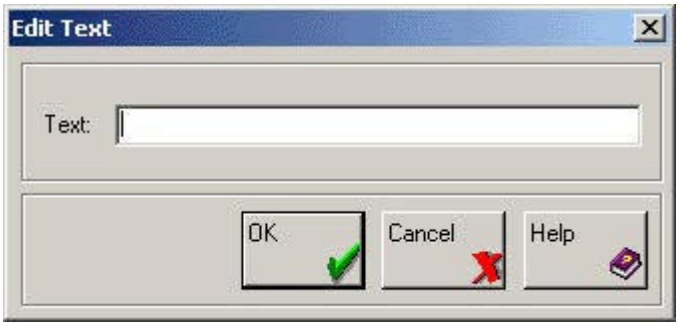


Figure 14. Add text string dialog

2. Enter the required text. The text string may be a maximum of **250** characters in length, including spaces.

3. Click on the **OK** button, or select **Cancel** to return to the Card Design window.

4. Move the cursor into the drawing area of the card design window where the cursor will change to large crosshairs. Position the crosshairs at the top left corner of where the field is to be placed, click and hold the left mouse button, drag the cursor to the bottom right corner of the field position and release the mouse.

5. A box appears in the card design showing the position of the text and the text itself. The field description is also show in the **Printables** area to the right of the card design.

6. Repeat steps **1 to 4** for all text objects to be added to the card design.

7. To save changes to the card design, click on the **Save** button.

The **size** of the text is set automatically according to the height of the box defined. It may be necessary to adjust the size of the object for the text to display and print correctly. See Re-sizing and Positioning an Object for further details.

The default alignment for text is set to **Left**. See **Edit text alignment** for more details on how to change this.

Adding rectangle, block and line objects

1. In the Card Design window, click on the **Add Rectangle**, **Block** or **Line** buttons as appropriate, or select **Tool · Add Rectangle** etc.

2. Move the cursor into the drawing area of the card design window where the cursor will change to large crosshairs. Position the crosshairs at the top left corner of where the field is to be placed, click and hold the left mouse button, drag the cursor to the bottom right corner of the field position and release the mouse.

3. The object appears in the card design. The field description is also shown in the **Printables** area to the right of the card design.

4. Repeat steps **1 to 3** for all objects to be added to the card design.

5. To save the changes to the card design, select **Save**.

Changing objects in a card design

Any object in a card design can be edited by a user with an appropriate JANUS logon level. All printable objects can be resized, repositioned or deleted. Changes to other properties depend on the type of object selected. **Table 11** shows a list of object types and their editable properties.

Table 11. Object types and their properties

Property	Object Type					
	Data	Bitmap	Text	Rectangle	Block	Line
Size/Position	✓	✓	✓	✓	✓	✓
Colour	✓	×	✓	✓	✓	✓
Border	✓	✓	✓	✓	✓	×
Settings						
Text String	×	×	✓	×	×	×
Text Font	✓	×	✓	×	×	×
Text Alignment	✓	×	✓	×	×	×
Bitmap Transparency	×	✓	×	×	×	×
Date Format	×	×	×	×	×	×
Push Forward/Bring Back	✓	✓	✓	✓	✓	✓

Selecting an object

Before an object in a card design can be edited, it must first be selected.

1. In the Card Design window click on the **Select** button.
2. The **Mode** above the drawing area of the card design changes to **Select**.
3. Either click on the object you wish to select or click on the name of the object in the **Printables** or **Non-printables** areas. The object will become highlighted.
4. Multiple objects can be selected by:
    - Using **Control + Click** on each object.
    - Clicking and dragging the mouse over several objects.
    - Clicking on the names of the objects in the **Printables** area of the card design window.
5. **All** objects in a design can be selected using the **Select All** button above the card design window.
6. Clicking *anywhere* outside the drawing area will de-select all objects.

In order to select *small* objects it is easier to click on the object name(s) in the **Printables** area of the Card Design window.

Changing the properties of an object

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).
2. **Right click** the object and choose the property you wish to change from the menu displayed. Alternatively click on the **Properties** menu and select the relevant property from those listed, or select the relevant **Button** from the toolbar.
3. Properties that can be changed include colour, font, size, alignment, borders and transparency, and are dependent on the type of object selected.
4. Change the property as required.

Resizing and positioning an object

Objects may be positioned or resized in two ways: **clicking and dragging**, or using the Item Size/Position dialog.

Clicking & dragging

1. Click an object in a card design to select it and drag the object to its new position.

2. To resize an individual object, click on it to select it. Place the cursor over one of the nodes, click and drag to the required size.

3. Multiple object selections can be moved whilst retaining their relative positions. To select multiple objects **Control + Click** on each object, or click and drag the mouse over several objects. Drag the objects to their new position.

Item Size/Position dialog

1. The position of a single object can be set accurately by double clicking on the selected object, or by clicking on the **Item Sizing** button, or by right clicking on the object and selecting **Size/Position...** from the menu displayed. The Item Sizing window appears.

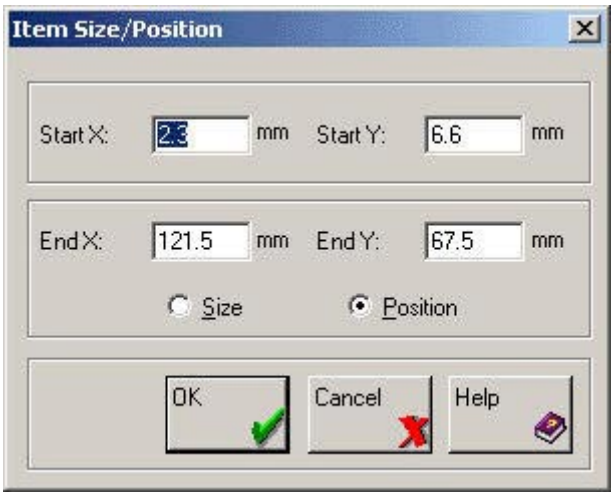


Figure 15. Item sizing dialog

2. Type in the precise **Start X** and **Y** co-ordinates to position the object.

3. With **Position** selected, type in the precise **End X** and **Y** co-ordinates to determine the width and height of the object. Or, with **Size** selected, enter the required **Width** and **Height** values.

4. Clicking **OK** will save any changes and return to the Card Design window.

5. To close the dialog without saving any changes click on **Cancel**.

6. Repeat steps 1 to 4 for each object to be resized/repositioned.

Change object colour

The colour of all *Printable* objects in a card design may be altered, with the exception of bitmap objects.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Click on the **Change Colour** button, or select **Properties · Colour...**, or right click the object and select **Colour...** to display the Choose a Colour dialog.

Figure 16. Choose a colour dialog

3. Click a colour from those listed, or if an alternative is required, select **Define Custom Colors**.

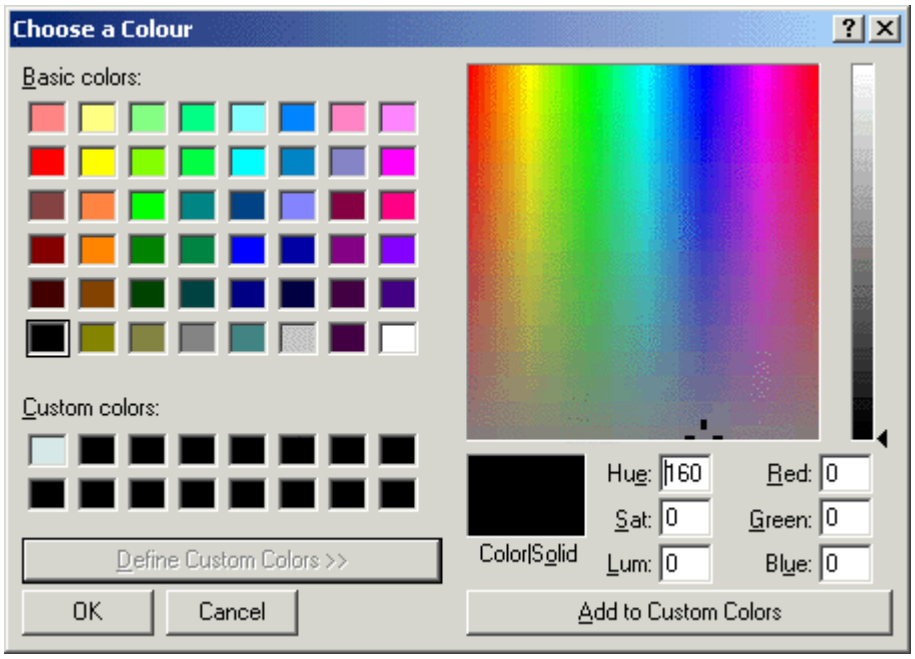


Figure 17. Custom colour selection dialog

4. From the **Basic Colors** grid, click the basic color closest to the one you want to create.

5. In **Red**, **Green**, and **Blue** fields, specify color values by entering numbers between **0** and **255** (where **0** removes all traces of the color and 255 adds the color completely).

6. In **Hue**, **Saturation**, and **Luminosity** fields, define the corresponding attributes by entering numbers between **0** and **255**.

   Alternatively:

   - Drag the mouse across the **colour spectrum box** to set **hue** and **saturation** values.
   - Move the **sliding triangle** up or down to set the **luminosity** value. The **Color/Solid** box displays the dithered and solid colors that correspond to your selection.

7. When the correct colour is obtained, select **Add to Custom Colors**. The new colour is now displayed in the **Custom Color** grid.

8. Click **OK** to finish. The new colour is assigned to the object.

Border settings

A border can be defined for all *Printable* objects in a card design, except line objects.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Click on the **Border Settings** button, or select **Properties · Border Settings...**, or right click the object and select **Colour...** to display the Item Border Settings dialog.

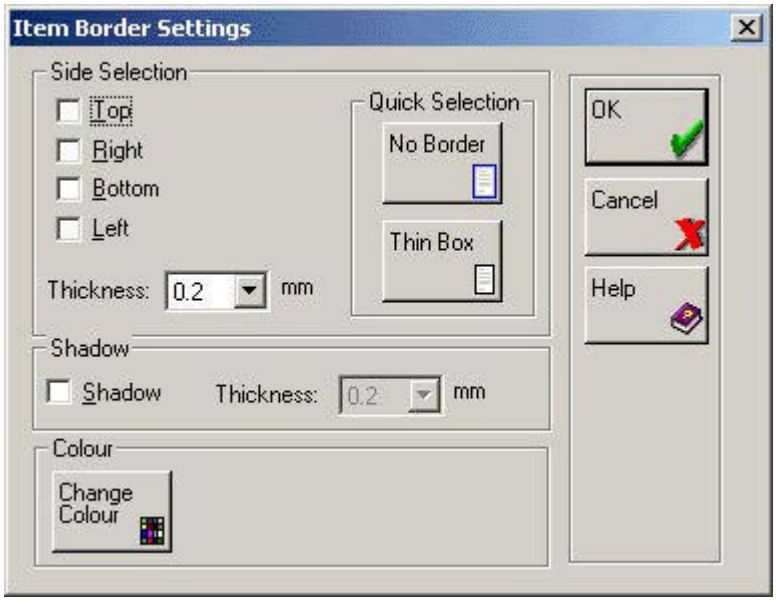


Figure 18. Border settings dialog

3. Click on the **Quick Selection** button for either **No Border** or a **Thin Box.** This will pre-fill the **Side Selection** and **Settings** areas with default data.

4. Amend the side selection, thickness and colour settings for the border as required.

5. Click **OK** to save the changes and to return to the Card Design window. Or click **Cancel** to maintain the original settings.

Edit a text string

Only *static text* objects in a card design may be edited.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Click on the **Edit Text** button, or select **Properties · Text String...**, or right click on the object and select **Edit Text...** to display the Edit Text dialog.

3. Alter the text as required and select **OK** to save the change and return to the Card Design window.

Change font

The fonts can be changed for all *text-based* objects in a card design.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Click on the **Change Font** button, or select **Properties · Text Font...**, or right click the object and select **Edit Font...** to display the Font dialog.

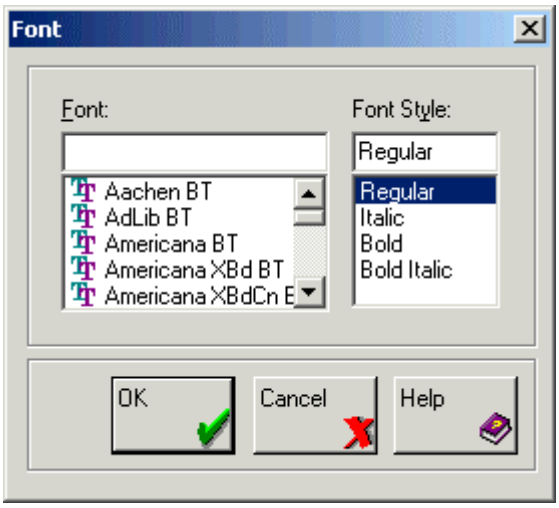


Figure 19. Font selection dialog

3. Scroll to select the required **Font** from the list.

4. Choose a **Font Style**.

5. Click **OK** to save the changes and return to the Card Design window.

The size of the text is set according to the height of the box defined when the object was added to the card design. See **Re-sizing and Positioning an Object** for details on how to change the text size.

Edit text alignment

The alignment can be changed for all *text-based* objects in a card design.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Click on the **Text Alignment** button, or select **Properties · Text Alignment...**, or right click the object and select **Align Text...** to display the Text Alignment dialog.

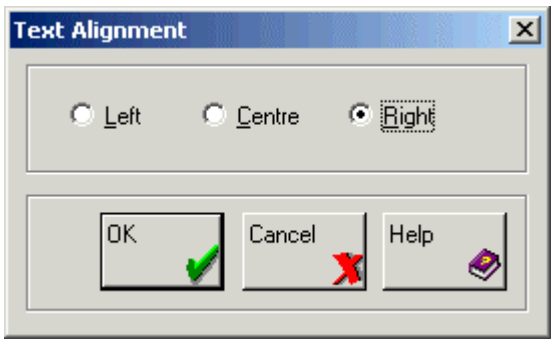


Figure 20. Text alignment dialog

3. Select the correct alignment and click on **OK** to save the changes and return to the Card Design window.

Change date format

The format can be changed for all *date-type* objects in a card design.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Select **Properties · Date Format...**, or right click the object and select **Edit Date Format...** to display the Date Format dialog.

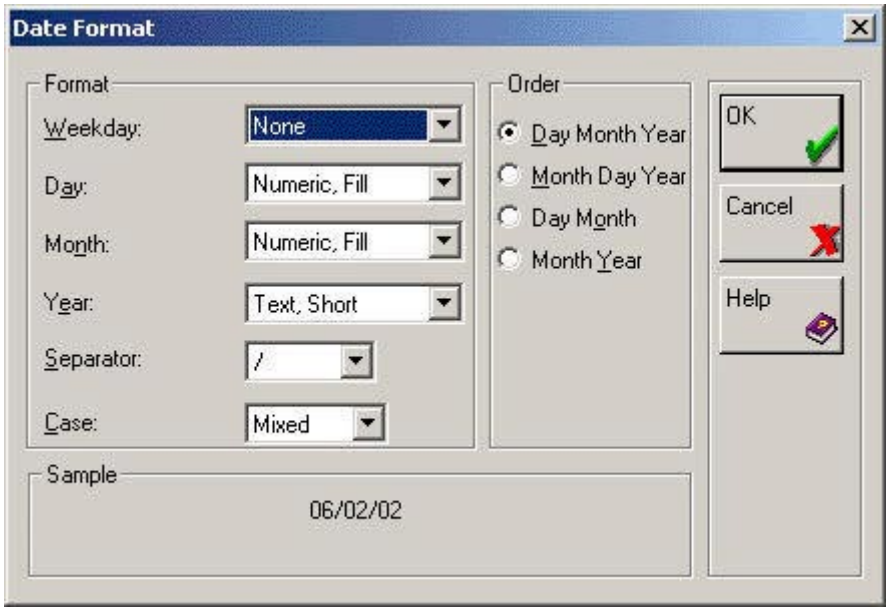


Figure 21. Date format dialog

3. Alter the **Format** and **Order** for the date as required. The **Sample** window shows an example of how the date format will look.

4. When satisfied with the format, click on **OK** to save the changes and return to the Card Design window.

Move object to front or back

These options are only available if there are overlapping objects in a card design.

1. Ensure the object is selected and highlighted (see **Selecting an Object** for further details).

2. Select **Properties · Send Backwards** (or **Bring Forwards)**, or click on the **Move to Back** (or **Move to Front)** button, or right click the object and select **Send Backwards** (or **Bring Forwards**) to move the object.

3. The object is automatically moved.

Deleting an object

Any object in a card design can be deleted by a user with an appropriate JANUS logon level.

1. Ensure the object is selected and highlighted - See **Selecting an Object** for further details.

Multiple objects may be selected for deletion using the methods described in Selecting an object.

2. Right click the object(s) and choose **Delete** from the menu displayed. Alternatively press the **Delete** button on the keyboard, or click on the **Delete** button from those available at the top of the card design, or select **Edit · Delete**.

3. You will be asked to confirm that you wish to delete the selected object(s). Click on the **OK** button to delete the selected object(s).

A Delete command cannot be undone.

Changing the card design name

Only the **name** and **description** can be changed for a card design. To change the name of a card design, ensure that the design is open in the Card Design window.

1. Select **Properties · Change Design Name**. The Card Design Name dialog opens.

Figure 22. Change design name dialog

2. Change the **Name** and **Description** as required.

3. When the entries are complete, click on **OK** to save the changes and return to the Card Design window.

4. To close the dialogue without saving the changes click on the **Cancel** button.

*If the **Name** of a card design is changed, then all card records within the JANUS Database that used the original card design will require the allocation of the new card design.*

Mandatory fields in a card design

When producing cards, it may be required that the card is only printed if data exists for certain fields in the card design (such as the picture and surname). For each card design it is possible to specify which fields are mandatory before a card is produced.

When trying to print a card, if the system finds an empty mandatory field, a warning will be displayed and confirmation will be required that printing should proceed.

1. In the Card Design window click on **Properties · Mandatory Data Fields**. The Mandatory Data Fields dialog opens.

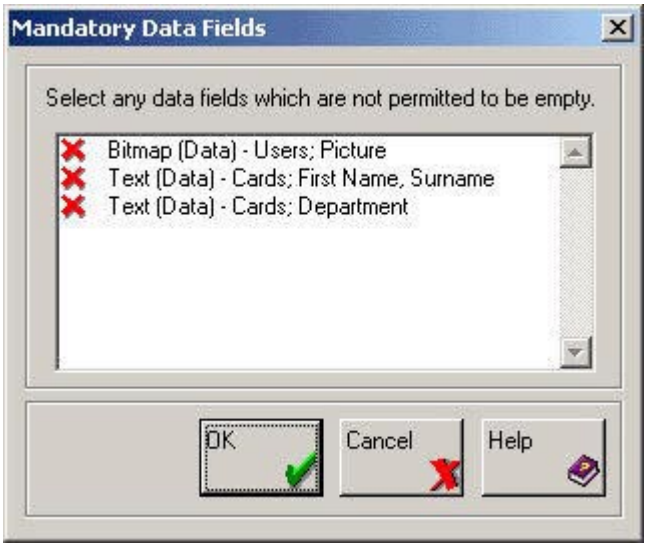

Mandatory Data Fields
Select any data fields which are not permitted to be empty.
Bitmap (Data) - Users; Picture
Text (Data) - Cards; First Name, Surname
Text (Data) - Cards; Department
OK
Cancel
Help

Figure 23. Mandatory data fields dialog

2. From the list of fields displayed double click on a field to be made mandatory so that it is highlighted and a green tick appears to the left of the field.

3. Repeat step 2 for each field required.

4. To return a field to the non mandatory state repeat steps 2 and 3 so that a red cross appears to the left of the fields concerned.

5. Click **OK** to save the changes and return to the Card Design window.

Exporting card designs

1. Ensure all **Card Design** and **Card Format** windows are closed.

2. From the Card Production main window click on **Admin · Export Card Designs**. The Export Card Designs window opens.

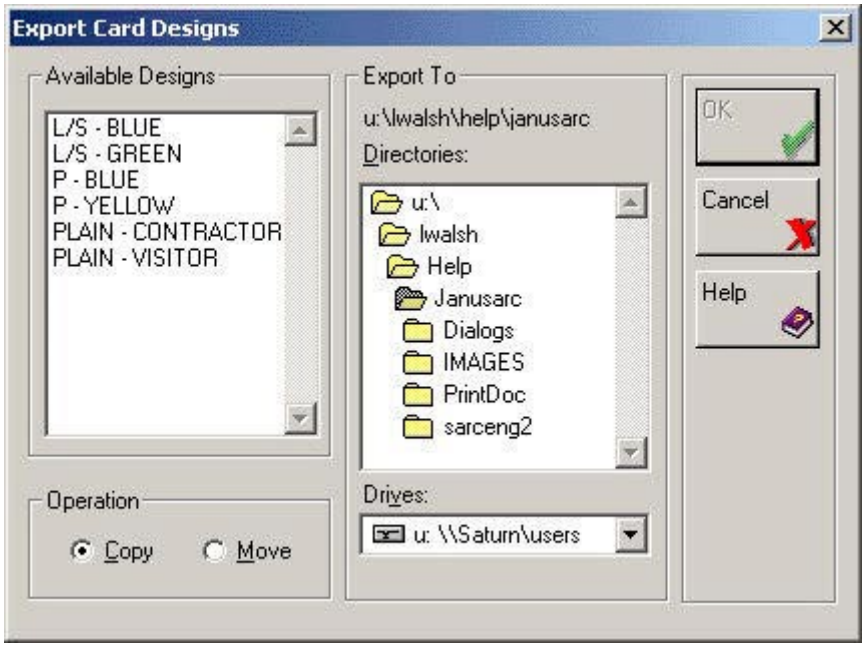


Figure 24. Browse dialog for exporting card designs

3. In the **Available Designs** panel click on the designs to be exported and then select either **Copy** or **Move**.

4. In the **Export To** panel select the **drive** and **directory** to which the designs are to be copied or moved.

5. Click the **OK** button to begin the export. The card designs and associated card formats will then be moved or copied and a status bar will show the progress.

If you try to export designs to a location where designs already exist, you will receive a warning that all existing designs in this location will be lost. Only continue with this process if you are prepared to lose the existing designs.

6. When all the Card Designs have been exported, click **OK** to return to the main window.

If the designs contain bitmaps or other images, these will be copied to the export location while being retained in their original location in case they are used by other designs.

Importing card designs

1. From the Card Production main window click on **Admin · Import Card Designs**.

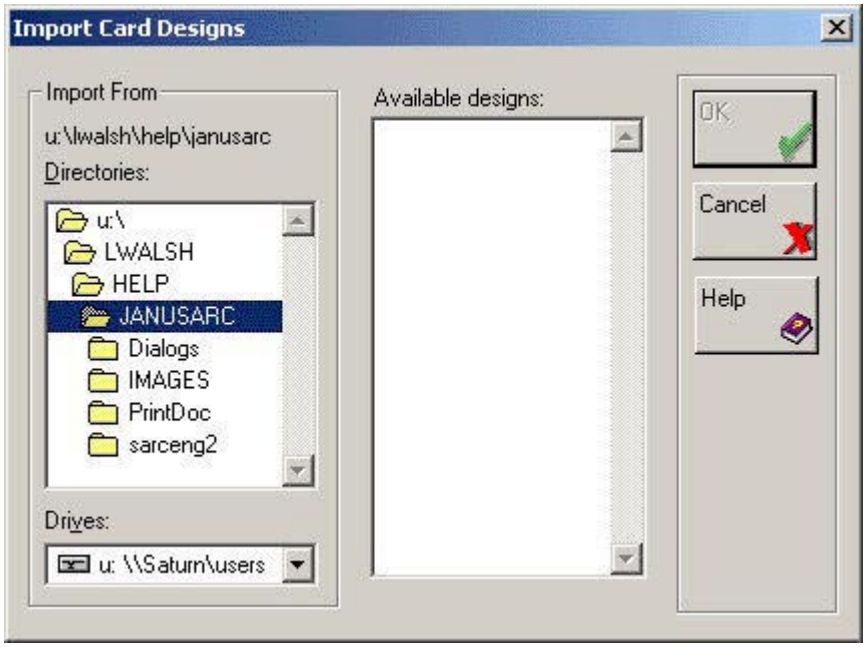


Figure 25. Browse for card designs for import

2. In the **Import From** panel select the **drive** and **directory** from which the designs are to be imported.

3. In the **Available Designs** panel click on the designs to import.

4. Click the **OK** button to begin the import. The card designs and associated card formats will then be copied and a status bar will show the progress.

5. When all the Card Designs have been imported, click **OK** to return to the main window.

Designs will not be imported and appropriate warning messages will be generated if any of the following conditions exist :-

A card design of the same name already exists.

Importing the design would overwrite a graphic image of the same name but of a different size.

Deleting a card design

1. Ensure all Card Design and Card Format windows are closed.

2. Click on the **Card Designs** button at the top of the Card Production window. The Card Design list is displayed

3. Click once on the design for deletion to highlight it.

4. Click on the **Delete** button. You will be asked to confirm you wish to delete this item. Click on **Yes** to confirm and **No** to cancel the deletion.

5. The design is removed from the list.

A Delete command cannot be undone.

Allocating a design to a card record

A card design must be allocated to a particular card record using the JANUS Database program.

1. In the JANUS Database program select **Open · Cards**, or click on the **Card** button. A new card record opens.

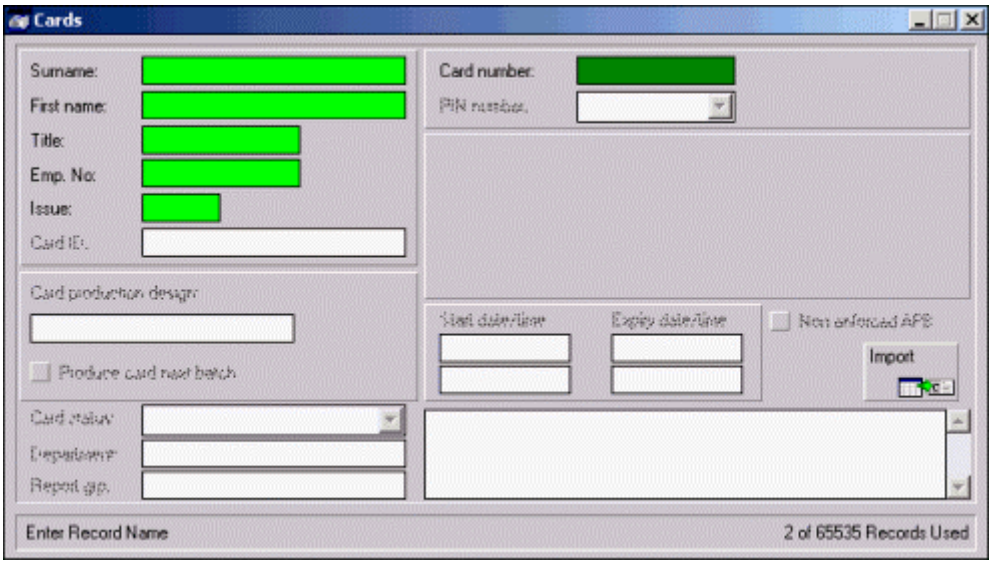


Figure 26. New card record dialog

2. With the cursor in the **Surname** field, click on the **Choices** button to display a list of existing Card Records.

3. Select a name from the list and click **OK**. The card record will open.

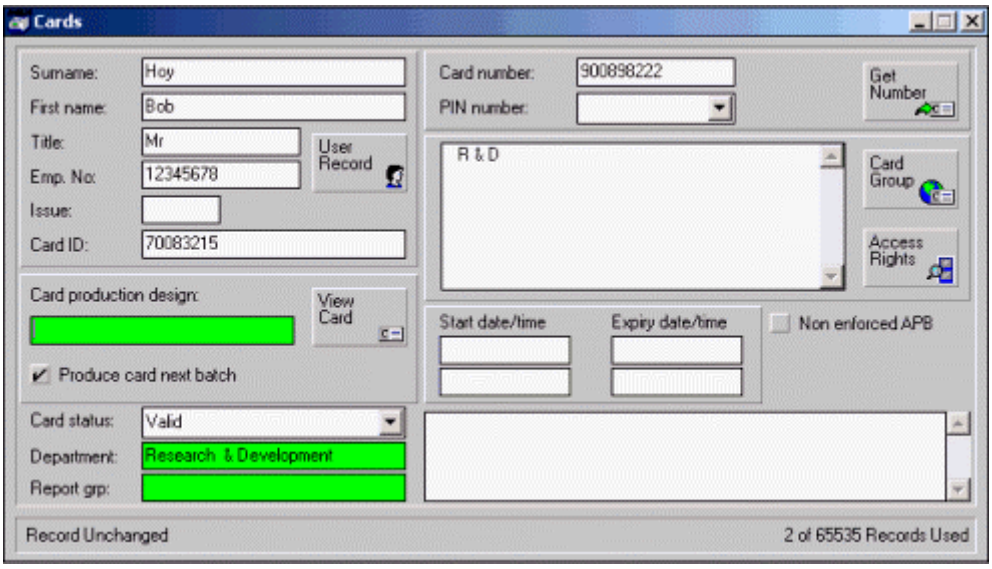


Figure 27. Card record details

4. With the cursor in the **Card Production Design** field, click on the **Choices** button to display a list of available card designs.

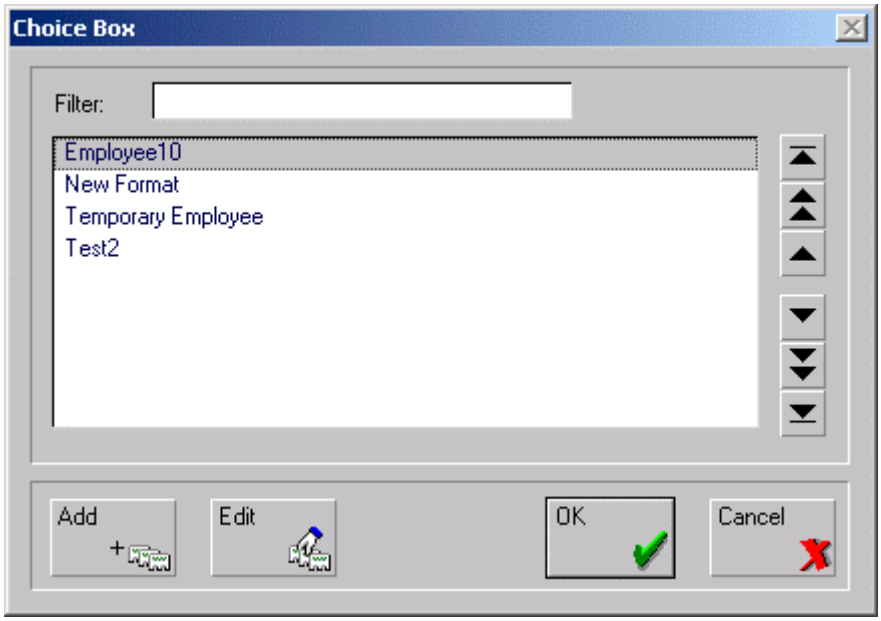


Figure 28. Card design choice dialog

5. Click on a **Card Design** to select is and click on the **OK** button.

6. The design is now allocated to that card record.

7. Click on the **Save** button to save the changes.

8. Click on the **Close** button to close the card record.

Viewing a card

The card for a particular user can only be viewed via the JANUS Database program.

1. In the JANUS Database program select **Open · Cards**, or click on the **Card** button. A new card record opens (see **Figure 26**).

2. With the cursor in the **Surname** field, click on the **Choices** button to display a list of existing Card Records.

3. Select a name from the list and click **OK**. The card record will open.

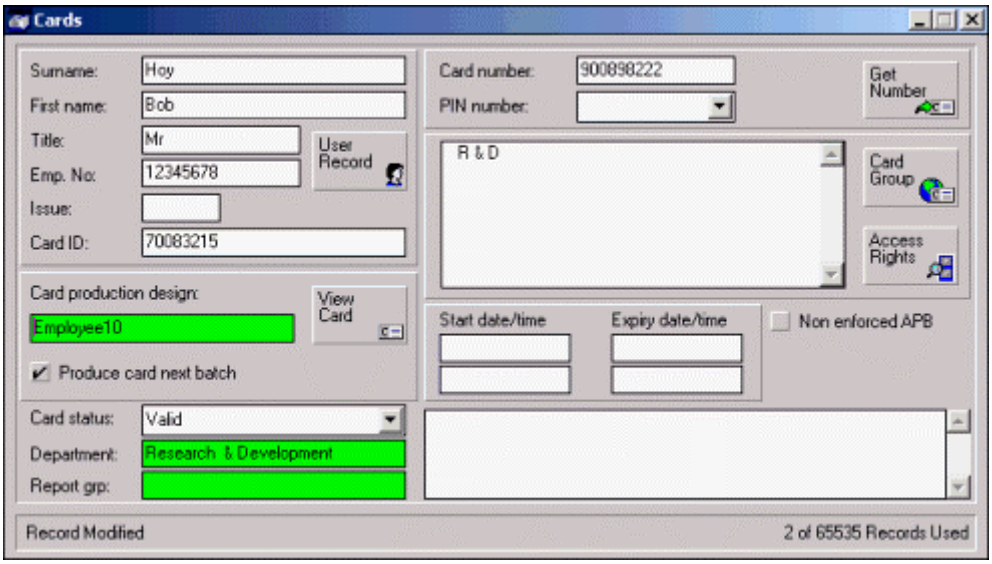


Figure 29. Card record details

4. Click on the **View Card** button to display the card in the Design Window of JANUS Card Production.

5. The card is displayed in **Read-only** mode.

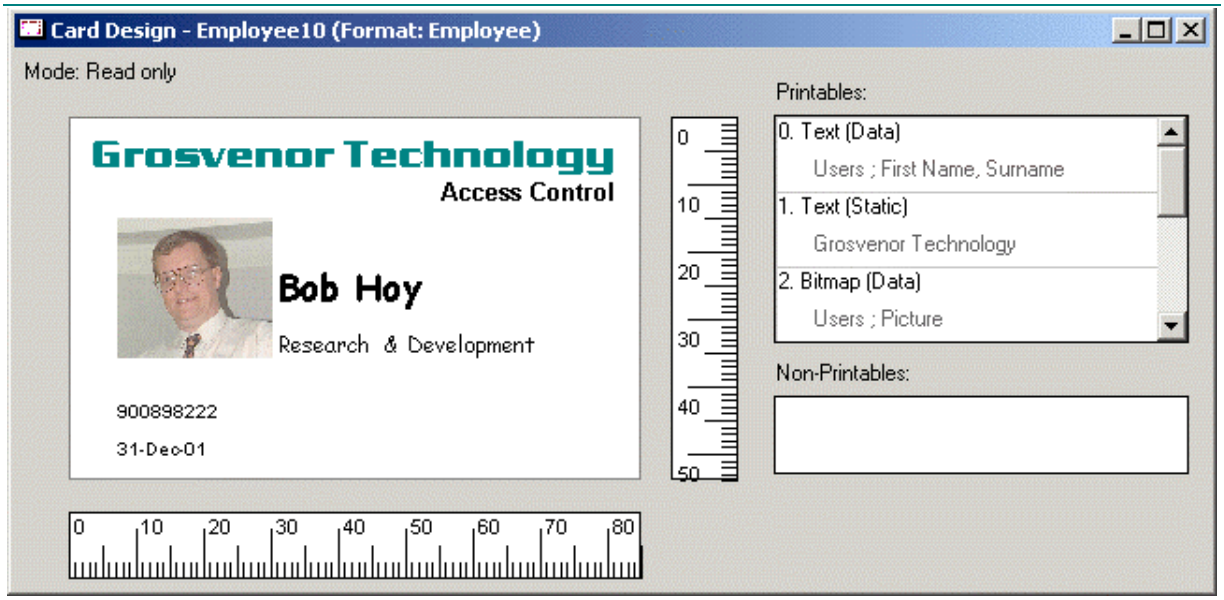


Figure 30. Card displayed in read-only mode

6. The card can be printed but not modified in this mode (see **Printing a single card** for further details).

7. If no card design is associated with a card record, then the following window will open.

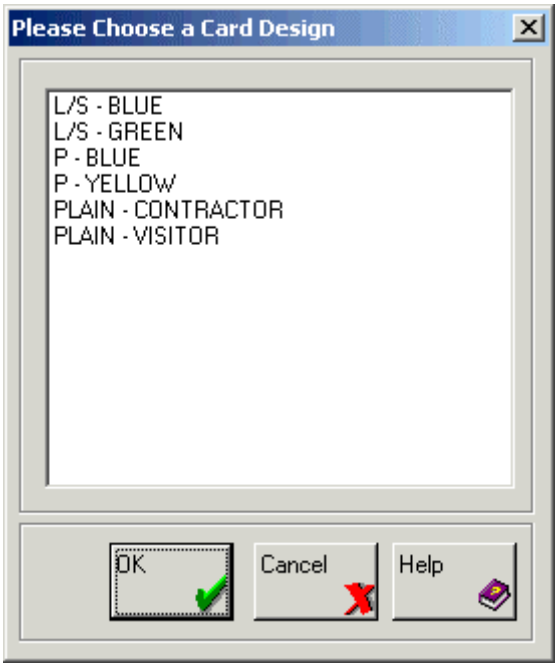


Figure 31. Choose card design dialog

8. Select a card design from those listed and click on **OK**.

9. The card is displayed in **Read-only** mode as in step 5.

10. In the JANUS Database program, click on the **Close** button to close the card record.

Printing Cards

Printing a single card

Single cards can only be printed via the JANUS Database program.

1. From the JANUS Database main window click on the **Card** button, or select **Open · Cards**. The Cards window opens.

2. Click on the **Choice** button, choose any card and click on **OK**.

3. In the **Card Production Design** section of the card record, click on the **View Card** button. If the **Card Production Design** field is blank you will be asked to choose a card design.

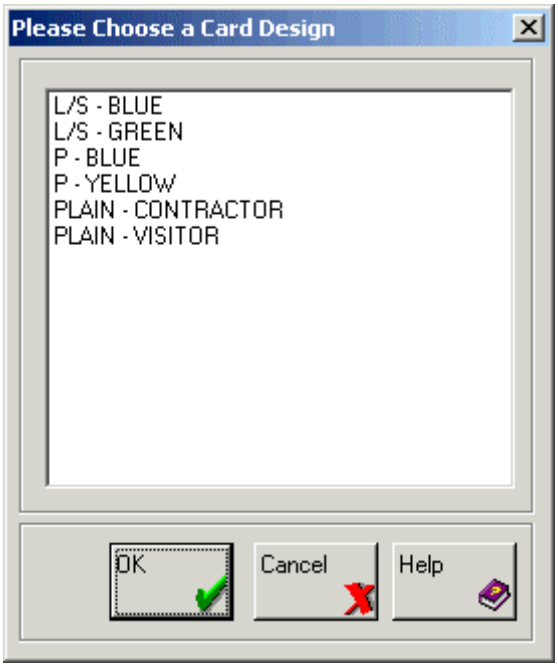


Figure 32. Select an existing card design

4. If requested to do so, select the relevant card design and click on **OK**. The card is displayed in the Card Design window of JANUS Card Production.

5. Click on the **Print Card** button at the top of the window, or select **File · Print**. The Windows Print dialog opens.

6. Change the print options as required and click **OK**. The card is printed.

7. Repeat steps **1** to **6** for each individual card to be printed.

Flagging a card for batch printing

To produce a card as part of a batch print, the card record must be flagged in the JANUS Database program.

1. From the JANUS Database main window click on the **Card** button, or select **Open · Cards**. The Cards window opens.
2. Click on the **Choice** button, choose a card and click on **OK**.
3. In the **Card Production Design** section of the card record, click on the box labeled **Produce card next batch** so that a tick appears in it.
4. Click on the **Save** button to save the change.
5. Click on the **Close** button to close the card record.
6. Repeat steps **1** to **5** for all cards to be flagged.

Batch printing from JANUS Card Production

You can carry out batch printing of multiple cards or just print a single card from the JANUS Card Production program.

1. Click on the **Print Batch** button at the top of the Card Production window.

Figure 33. Selecting batch print options

2. In **Cards to Print** click on one of the check boxes. See the table below for a description of each option.

Table 12. Card printing options

Option	Description
Print all cards in the range	Enter the first and last card numbers to print a card number range • A zero in the first card number box will print every card up to the last number entered. • A zero in the last card number box will print every card from the first number entered. • The same number in both the first and last box will print only that card.
Print all flagged cards in the range	This option will print a range of cards which have been flagged in the JANUS Database program. It can be used in the same way as the **Print all cards in range** option.
Print all flagged cards	This option will print **all** cards in the JANUS Database which have been flagged. See **Flagging a card for batch printing** for more details.

3. To choose which card design to use, select one of the options described below.

Table 13. Selecting a card design for batch printed cards

Option	Description
Use card's own design if present	This is the default setting. A design must be assigned to a card record within the JANUS Database program (see Allocating a design to a card for more details). If a card record has no design allocated, then the design listed in **Default card design** will be used.
Use the following design for all cards	This option can be used to override the designs to be used when producing cards. The Default card design selected will be used in place of the design allocated in the card record of the JANUS Database program.
Default card design	Use this option to select a Default Card Design for those card records which have no design allocated.

4. When all settings have been chosen, click on the **OK** button.

5. The **Windows printer** dialog box will appear. Make sure the correct printer is selected and that the **print orientation** (portrait or landscape) matches the card format of the design being used. Click on **OK**.

6. Printing will commence. A dialog box will appear showing the progress of the printing process including the number of cards printed. If problems such as missing fields occur a warning will be displayed. Clicking **OK** to this warning allows printing to continue.

7. If you wish to cancel printing click on the **Cancel** button.

Configure magnetic stripe printing

If data is to be encoded on a magnetic stripe (e.g. **Card Number** or **Card Issue**), this dialog allows the user to configure how that data will be encoded.

1. In the main window click on **Admin · Configure Magnetic Stripe Printing....**

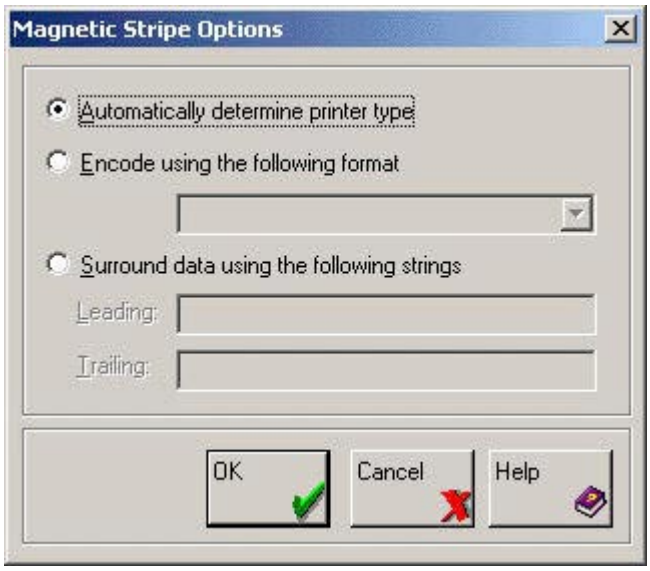


Figure 34. Configure magentic stripe options

2. Select the type of encoding to use:

   Automatically determine printer type can only be used if the Photo ID printer is one of those supported by JANUS Card Production. The appropriate encoding format will be assigned automatically upon printer detection.

   Encode using the following format may be selected if the Photo ID printer being used to produce the cards is one of those supported by JANUS Card Production. The drop down menu lists all supported printer types.

   Click on a printer to select it. The correct encoding format will be applied.

   Surround data using the following strings - Choose this option if using a printer not currently supported. The user must know the appropriate leading and trailing characters for the printer.

3. Click **OK** to save any changes and close the dialog.

4. To close the dialog without saving any changes, click **Cancel**.

Printer Drivers

The following ID Printer Drivers may be installed from the installation CD:

1. DataCard ImageCard III
2. DataCard ImageCard Express
3. DataCard ImageCard Select
4. Fargo 4250
5. Fargo Persona
6. Fargo Persona Plus
7. Fargo Presto Quattro
8. NBS Javelin 95 v2
9. NBS Javelin NT v2 Release 10
10. Ultra Magicard Turbo
11. Magicard Rio v 1.8

Appendix A– Dialog Descriptions

Batch Print dialog

Cards to Print - Provides options on printing ranges of cards, or those cards that are flagged in the JANUS Database.

Card Designs - Allows the user to define what card design is to be used when printing selected cards.

Table 14. Printing options

Option	Description
Print all cards in the range	To print a card number range enter the first and last card numbers. 1. A zero in the first card number box will print every card up to the last number entered. 2. A zero in the last card number box will print every card from the first number entered. 3. The same number in both the first and last box will print only that card.
Print all cards in the flagged range	This option will print a range of cards that have been flagged in the JANUS Database program. It can be used in the same way as the **Print all cards in range** option.
Print all flagged cards in the database	This option will print **all** cards in the JANUS Database that have been flagged. See **Flagging a card for batch printing** for more details.
Use the card's own design if present	This is the default setting. A design must be assigned to a card record within the JANUS Database program (see **Allocating a design to a card** for more details). If a card record has no design allocated, then the design listed in **Default card design** will be used.
Use the following design for all cards	This option can be used to override the designs used when producing cards. The default card design selected will be used in place of the design allocated in the card record of the JANUS Database program.
Default card design	Use this option to select a default card design for those card records which have no design allocated.

- To save the settings and start printing, click on the **OK** button.
- To close the dialog without saving the settings, click on **Cancel**.

Border Setting dialog

By default, objects do not have a border assigned when they are first added to a card design. However, a border can be defined for all *Printable* objects in a card design, except line objects.

Side Selection - Borders can be drawn on any or all of the sides of an object. Use **Side Selection** to choose where the borders are to appear around an object.

- A tick ✔ will appear when an option has been selected for **Top**, **Right**, **Bottom** and **Left**.
- Clicking on the option again will de-select it.
- Use the **Quick Selection** options to add a standard box around an object, or to remove any existing borders from an object.
- Click on **Thin Box** to add a border to all sides of an object. All options in **Side Selection** automatically become selected. The default thickness for any border is 0.2mm.
- Click on **No Border** to remove all borders form an object. All options in **Side Selection** automatically become de-selected.

Thickness - As previously stated, the default thickness for any border is 0.2mm, this is also the minimum thickness allowed for a border, while the maximum thickness allowed is 5mm.

- Use the drop down **Thickness** menu in **Side Selection** to choose the border thickness for an object. Thicknesses are available in 0.2mm increments from 0.2mm to 5mm.

Shadow - This option is used to add a shadow effect to an object. An object does not require a border to be defined for a shadow to be applied.

- Click on **Shadow** to enable this option. The default thickness for the shadow effect is 0.2mm and is applied to the **bottom** and **right** of an object.
- Use the drop down **Thickness** menu in **Shadow** to change the shadow thickness for an object. Thicknesses are available in 0.2mm increments from 0.2mm to 5mm.
- If a border already exists for an object, a shadow effect can still be applied. Again, the shadow effect is applied to the **bottom** and **right** sides of an object.
- Click on **Shadow** again to de-select this option.

Colour - The default border colour is black. The border colour can be altered by selecting **Change Colour**.

- Click a colour from those listed, or if an alternative is required, select **Define Custom Colours**. See the section entitled **Change object colour** for more details on colour selection.
- Click **OK** to finish. The new colour is assigned to the border.

When finished editing the border settings, click **OK** to save the changes and to return to the Card Design window. Alternatively, click **Cancel** to maintain the original border settings.

Card Design List dialog

This window displays a list of all Card Designs that have been created and are available for use.

This window must be open before a new card design can be created, or and existing design edited or deleted.

- Click on the **New** button, or select **File · New** to create a new card design.
- Click on a design in the list to highlight it and click on the **Select** button, or double click on the design to open the Card Design window.
- Click on a design in the list to highlight it and click on the **Delete** button to remove that design from the list.

Card Design Name dialog

Name & Description - These fields are free format text that should adequately describe the card design so that it will be easily recognised by all users of the system.

- A maximum of **30** characters, including spaces may be used for the **Name**. The card design name is compulsory.
- A maximum of **100** characters, including spaces may be used for the **Description**.
- When the entries are complete, click on **OK** to save the card design name and return to the Card Design window.
- To close the dialogue without saving the changes click on the **Cancel** button.

Card Format List dialog

This window displays a list of all Card Formats that have been created and are available for use.

This window must be open before a new card format can be created, or an existing format deleted.

- Click on the **New** button, or select **File · New** to create a new card format.
- Click on a format in the list to highlight it and click on the **Select** button, or double click on the format to open the Card Format Properties window.
- Click on a format in the list to highlight it and click on the **Delete** button to remove that format from the list.

Card Format Properties dialog

A card format defines the physical size and orientation of a card that is to be produced using JANUS Card Production.

Name & Description - These fields are free format text that should adequately describe the card format so that it will be easily recognised by all users of the system.

- A maximum of **30** characters, including spaces may be used for the **Name**.
- A maximum of **100** characters, including spaces may be used for the **Description**.

Physical Size - This determines the area that is displayed for the card designs that use this format. This should correspond to the actual size of the cards that are to be used.

Print Margins - These control a grey box drawn inside the physical dimensions of the card design to provide an indication of how close to the edge of a card objects should be placed.

These margins have no effect on the printer itself - they are a guide for card designs. Actual printing margins are controlled by the capabilities of the printer itself.

- Click on **OK** to save the card format. The format will appear in the Card Formats list.
- To close the dialogue without making any changes click on the **Cancel** button.

Choose card design dialog

This dialog is displayed when a user has selected the **View Card** option in a card record using the JANUS Database program.

This dialog is a list of all available card designs.

- Click on a design to select it.
- Click **OK** to display the card in the Card Design window of JANUS Card Production.
- To close the dialog without selecting a card design, click **Cancel**.

Colour Selection dialog

Basic colours - This is a grid containing the available standard colours.

- Click on a colour to select it.
- Click **OK** to assign the new colour to the object, or **Cancel** to close the dialog without making any changes.

Custom colours - This grid displays all colours that have previously been defined as custom colours.

- Click on a colour to select it.
- Click **OK** to assign the new colour to the object, or **Cancel** to close the dialog without making any changes.

Define custom colours - This allows the user to define custom colours.

- Select **Define Custom Colours**.
- From the **Basic Colours** grid, click the basic colour closest to the one to be created.
- In **Red**, **Green**, and **Blue** fields, specify color values by entering numbers between **0** and **255** (where **0** removes all traces of the colour and 255 adds the colour completely).
- In **Hue**, **Saturation**, and **Luminosity** fields, define the corresponding attributes by entering numbers between **0** and **255**.

Alternatively:

- Drag the mouse across the **colour spectrum box** to set **hue** and **saturation** values.

- Move the **sliding triangle** up or down to set the **luminosity** value. The **Colour/Solid** box displays the dithered and solid colours that correspond to the selection.
- When satisfied with the colour, select **Add to Custom Colours**. The new colour is now displayed in the **Custom Colour** grid.
- Click **OK** to finish. The new colour is assigned to the object.

Data Field & Format Selection dialogs

Data objects are fields from the **Cards** or **Users** tables in the JANUS Database, or a special field such as the current date. Combination fields such as *Title* / *First Name* / *Surname* are also available.

On addition of a data object to a card design, the **Data Field Selection** window opens. Resources can be selected from **Cards**, **Users** or **Special Fields**.

- Select the field to add and click on the **OK** button.
- If a text or number field was selected the **Data Format Selection** window opens to provide a choice on how the information is to be displayed. This will usually be **Normal String**, however other options can also be selected e.g. **Bar Code**.

If the **Card Number** field was selected, then **Magnetic Stripe** can also be chosen as the data format. In this instance the data will not be printed on the card but the number will be encoded on to the card's magnetic stripe.

This assumes that the printer supports magnetic card encoding as part of the printing process.

- Choose the **Presentation Type** to use and the **Specific Format** if more than one option is listed.
- Click **OK** to add the data object to the card design, or click **Cancel** to return to the card design window without adding the object.

Date Format dialog

Format - This area determines what information will be contained in the date and in what format. The options available are shown in the table below. Use the drop down menus to select the options for each element.

Table 15. Date format options

Date Element	Options	Example
Weekday	None*	01-08-01
	Text, Short	Tue 01-08-01
	Text, Long	Tuesday 01-08-01
Day	Numeric, Fill*	01-08-01
	Numeric, No Fill	1-08-01
Month	Text, Short	01-Aug-01
	Text, Long	01-August-01
	Numeric, Fill*	01-08-01
	Numeric, No Fill	01-8-01
Year	Text, Short*	01-08-01
	Text, Long	01-08-2001
Separator	None	01Aug01
	Space	01 Aug 01
	/*	01/Aug/01
	:	01:Aug:01
	.	01.Aug.01
	-	01-Aug-01
Case	Upper	01-AUG-01
	Mixed*	01-Aug-01
* Default option.		

Order - This allows the user to define which order the days month and year are displayed. By default this is set to **Day Month Year**.

- Click on an option to select it.

Sample - This area shows an example of how the date will be presented. Any changes to the format or order will be immediately displayed in this area.

- Click on **OK** to save the changes and return to the Card Design window.
- To close the dialogue without making any changes click on the **Cancel** button.

Edit Text dialog

This dialog opens when a creating a new text object, or editing an existing one.

The Text field is blank for a new object, while existing text is highlighted for an object being edited.

- Type the required text into the field, this can be a maximum of **250** characters in length.
- Click **OK** to save the new text and return to the Card Design window.
- To close the dialogue without making any changes click on the **Cancel** button.

Export Card Design dialog

Available designs - This lists the available card designs within the JANUS for Windows system.

- Click on each design to be exported, they will become highlighted.
- To remove a highlighted design, simply click on it again and it is no longer selected.

Operation - This allows the user to choose whether to **Copy** or **Move** the design to a new location. The default it set to Copy.

- Click on an option to select it.

Export To - Allows the user to choose the destination for the designs.

- Select the appropriate **drive** from the drop-down menu.
- Select the **directory** on that drive to which you wish to copy or move the designs.
- Click the **OK** button to begin the export (or click **Cancel** to close the dialog). The card designs and associated card formats will then be moved or copied and a status bar will show the progress.

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- When all the card designs have been exported, click **OK** to return to the main window.

If you try to export designs to a location where designs already exist, you will receive a warning that all existing designs in this location will be lost. Only continue with this process if you are prepared to lose the existing designs.

Bitmaps or other images contained in a card design will be copied to the export location. They will also remain in the original location in case they are used by other designs.

Font Format dialog

Font - This lists all available fonts for a text-based object.

- Scroll through the list and click on the required **Font** to select it.

Font Style - The default style is **Regular**.

- Click on a **Font Style** to select it.
- Click **OK** to save the changes and return to the Card Design window.
- To close the dialog without saving any changes, click **Cancel**.

The size of the text is set according to the height of the box defined when the object was added to the card design. See **Re-sizing and Positioning an Object** for details on how to change the text size.

Import Card Design dialog

Import From - Allows the user to select the location of the designs to be imported.

- Select the appropriate **drive** from the drop-down menu.
- Select the **directory** on that drive where the designs are located.

Available designs - This lists the available card designs within the location selected.

- Click on each design to be imported, they will become highlighted.
- To remove a highlighted design, simply click on it again and it is no longer selected.
- Click the **OK** button to begin the import (or click **Cancel** to close the dialog). The card designs and associated card formats will then be copied and a status bar will show the progress.
- When all the card designs have been imported, click **OK** to return to the main window.

Designs will not be imported and appropriate warning messages will be generated if any of the following conditions exist:-

A card design of the same name already exists or,

Importing the design would overwrite a graphic image of the same name but of a different size.

Item Size/Position dialog

This option allows the user to accurately position or resize individual objects. By default, **Position** is selected which displays:

Start X and Start Y - These co-ordinates show the position of the top left corner of the object relative to the top left corner of the drawing area in the Card Design window in millimetres.

End X and End Y - These co-ordinates show the position of the bottom right corner of the object relative to the top left corner of the drawing area and is shown in millimetres.

- Changing either/both of the **Start** values results in a change of position for the object.
- Changing the **End X** value will alter the **width** of the object.
- Changing the **End Y** value will alter the **height** of the object.
- If **Size** is selected, then the **Start X** and **Y** values are still displayed, but the **End** values are replaced with the precise **Width** and **Height** of the object in millimetres. These may be changed as required.
- Clicking **Ok** will save any changes and return to the Card Design window.
- To close the dialog without saving any changes click on **Cancel**.

Logon dialog

- The user must enter a User ID and Password that is valid on the appropriate JANUS for Windows system if they wish to use the JANUS Card Production program.
- Clicking the **OK** button will submit the relevant logon details, if accepted the user will be returned to the main window, where all menu options and toolbars will be enabled.
- If an incorrect User ID or Password is entered, an error message will be displayed. Click **OK** and re-enter the User ID and Password and click on the **OK** button.
- If an error message is still displayed, contact the local JANUS for Windows Administrator for a valid User ID and Password.

Magnetic Stripe Options dialog

This dialog allows the user to configure how data will be encoded on the magnetic stripe of a card.

Data for encoding, such as card number, must be surrounded by unique characters (For example, $} as the leading characters and }$ as the trailing), in order that the encoding unit within the printer can determine that this is data which needs encoding. These characters are dependent on the type of Photo ID printer being used.

Automatically determine printer type - This can only be used if the Photo ID printer is one of those supported by JANUS Card Production. The appropriate encoding format will be assigned automatically upon printer detection.

Encode using the following format - Use this option if the Photo ID printer being used to produce the cards is one of those supported by JANUS Card Production. The drop down menu lists all supported printer types.

- Click on a printer to select it. The correct encoding format will be applied.

Surround data using the following strings - Choose this option if using a printer not currently supported. The user must know the appropriate leading and trailing characters for the printer.

- Clicking **OK** will save any changes and close the dialog.
- To close the dialog without saving any changes, click **Cancel**.

Mandatory data fields dialog

This dialog is used to specify which data fields must be present before a card is produced (printed).

It lists all data objects present in a card design with details of the **resource** (**Users**, **Cards** etc.) and **field** for each object. By default, all data fields are listed as NOT mandatory, this is indicated by a red cross next to each data object in the list.

- From the list of fields displayed, double click on the field to be made mandatory. It will become highlighted and a green tick will appear to the left of the field.
- Alternatively, to return a field to the non-mandatory state, double click on a field so that a red cross appears to the left of the field.
- Clicking **OK** will save any changes and return to the Card Design window.
- To close the dialog without saving any changes, click **Cancel**.

New Card Design dialog

Name & Description - These fields are free format text that should adequately describe the card design so that it will be easily recognised by all users of the system.

- A maximum of **30** characters, including spaces may be used for the **Name**. The card design name is compulsory.
- A maximum of **100** characters, including spaces may be used for the **Description**.

Base on a Card Format or Base on a card design - A new card design must be based on either an existing Card Format or another card design. One of these options must be selected.

- By default the **Base on a card format** option is selected. Click on one of the formats in the list to select it.
- Alternatively, select **Base on a card design** and click on one of the designs in the list. The copy will inherit the Card Format of the original design and this cannot be changed.
- Once a copy is made, the original design and the new copy are completely independent. Changes to one do not affect the other.
- When the entries are complete, click on **OK** to save the card design name and return to the Card Design window.
- To close the dialogue without saving the changes click on the **Cancel** button.

Print Card dialog

This is the Windows Print dialog.

Printer Name - select the Photo ID printer form the drop down menu.

Printing Properties - settings can be changed which affect the way cards are printed. These options include:

- Changing the **layout** of the card by choosing **portrait** or **landscape**.
- Changing the **number** of copies that are printed.
- Click **OK** to save the preferences, or **Cancel** to return to the print dialog.

Print range - The default setting is **All**. The Pages section is not relevant to printing cards.

Copies - The default setting is **1**. The number can be changed if more than one copy of a card is required.

- Click on **OK** to commence printing.
- To close the dialog without printing, click on **Cancel**.

Select Bitmap File dialog

Allows the user to select which bitmap to add to a card design.

- The **Drives** drop down menu and the **Folders** listing allows the selection of the path for the image to be added.
- In **List Files of Type**, specify the type of file format to use to narrow or expand the search. Supported file formats include .JPG, .JPEG, and .BMP.
- In **File name**, enter the file name to be added to the card design, or click on the file from the list.
- Click on **OK** to add a bitmap to the card design and close the dialog.
- To close the dialog and return to the Card Design window click **Cancel**.

The Network button allows you to connect to a shared network folder and assign a drive letter to the folder so that you can access it using My Computer.

Text Alignment dialog

The alignment can be changed for all *text-based* objects in a card design. The default alignment is **Left**.

- Click on an alignment (**Left**, **Centre** or **Right**) to select it.
- Click on **OK** to save the changes and return to the Card Design window.
- To close the dialog without making any changes, click **Cancel**.

Glossary

Access control - Access Control provides the ability to control, monitor and restrict the movement of people, assets or vehicles in, out and around a building or site.

Access right - These determine through which doors people are allowed and at what times.

Boolean logic - Boolean logic is a technique using the terms AND, OR, NOT. It is used in advanced full-text searching to narrow down what users are trying to find.

Card - This term is used to cover a variety of devices which contain an encoded number as an identifier. A card is allocated to a cardholder within the JANUS for Windows system and when presented to a reader will grant the cardholder access through the door depending on which access rights are assigned to the cardholder.

Cardholder - An individual defined within a JANUS for Windows system who is assigned to an access group which confers access rights.

Comms - The way the computer 'talks' to the access control system. By this means it downloads the database, or selected parts of it to the access control boxes, and receives messages from them.

Cursor - You can only type text in a field if it contains the cursor. The cursor is a flashing vertical bar which shows where text will appear when it is typed. Click the mouse on a field to move the cursor to that field.

Database - A store of information on the computer. The information defines cards, access choices, doors, etc., and so determines how the access control system operates. The database is edited and saved using the JANUS Database program.

Field - A place in a record where you enter information. For example, an archive name.

JANUS Activator dongle - A physical software license.

JANUS Card Production - This application is used in conjunction with the JANUS Database Cards and Users tables to design and produce photo-ID cards.

JANUS Comms - The main program used by JANUS to communicate with between elements of the system, including doors, readers and other JANUS programs.

JANUS Database Program - Part of the JANUS for Windows suite of applications, this program is used to edit card and user records.

JANUS for Windows - JANUS for Windows is an on-line access control system with software options from 2 doors up to 1000+. JANUS provides access control, graphical alarm monitoring,

video imaging, card production, asset protection, plant control and integration with safety and building management systems such as intruder, fire, CCTV, T&A, cashless vending and building management.

JANUS User - An individual with logon authorisation to the JANUS for Windows system resources. Depending on the logon level, a JANUS User can configure the system hardware, add and edit cards, run reports, and monitor the system.

Log off - Do this when you want to stop using a JANUS for Windows program. The leaves the program running in a secure state.

Log on - Typing in your JANUS user ID and password so that you can use the JANUS for Windows applictions.

Main PC - This is the computer that will be used to run JANUS Comms and administer the JANUS for Windows access control system.

Mouse - This is a pointing device which must be attached to the computer in order to use the JANUS programs. It is used to point at various parts of the screen and to select options. Always use the left mouse button unless specifically told otherwise.

Password - A security measure used to restrict access to the JANUS for Windows system and resources. This is a unique string of characters that must be provided before a User ID is authorised.

Slave PC - This is normally used for monitoring and reporting purposes within a JANUS for Windows system e.g. as a guard workstation.

User ID - This defines the logon level of a JANUS User and so determines the degree of access to the JANUS for Windows system resources. It is used in conjunction with a password.

Wildcard expression - A technique using characters such as asterisks (*) and question marks (?) to represent any characters (*) or character (?). It is used in advanced full-text searching to narrow down what users are trying to find.

Window - The JANUS programs run under Microsoft Windows which means that information is displayed on the screen in various windows. Many windows can be open at the same time. The active window is the one whose border and title bar are brighter than the others.

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Millars Three, South mill Road, Bishops Stortford, Herts. CM23 3DH, UK
Tel: +44 (0)1279 838000, email: sales@grosvenortechnology.com, web: www.grosvenortechnology.com